

LOAD MASTER

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Chapter One - Installation

Program Password Screen

When installing the program, the first screen to appear is the program password screen, if you have purchased this software then you will have been issued the password.



Installing Loadmaster

Double-click LoadMaster.EXE

First Time Installers – follow these screens:



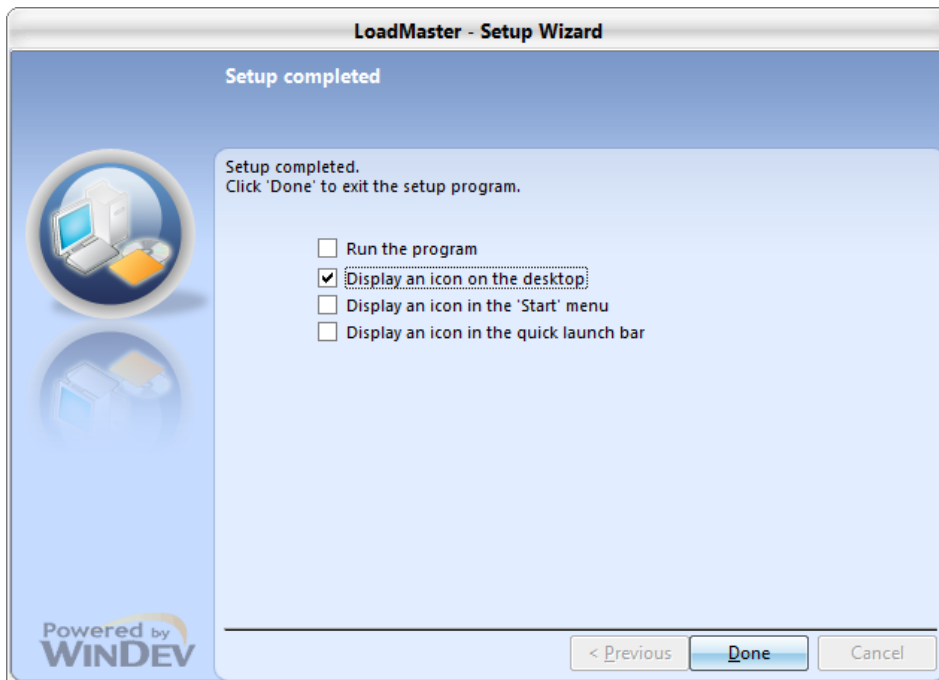
Click **Next**



Click **Yes**



Click **Next**



Tick **Display an icon on the desktop** tick box

Click **Done**

If Load Master has been installed before:

Follow the same screens as above. Except the Create Directory screen is replaced with the following screen below:



Select **No**

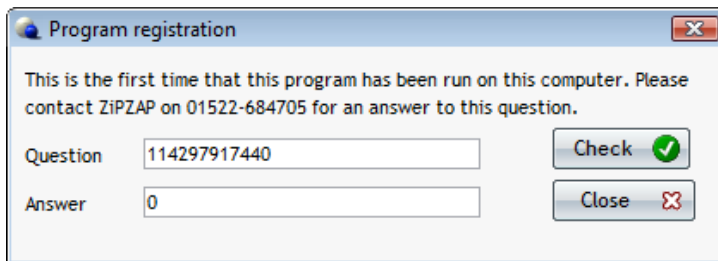
Click **Next**

Loading Loadmaster

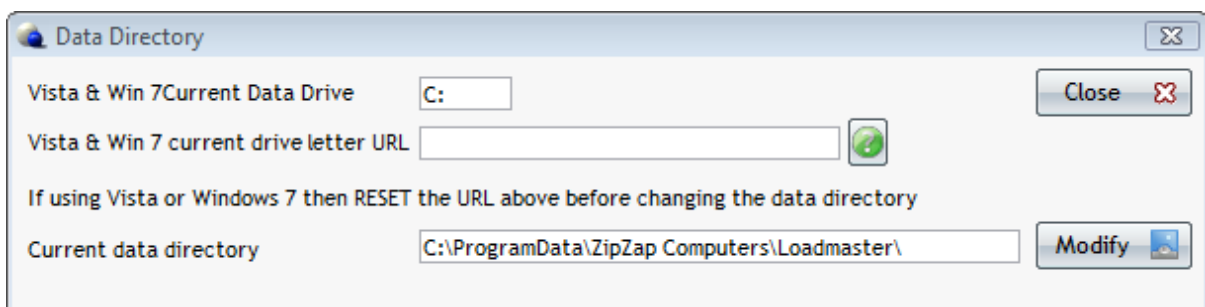
Double-click LoadMaster icon on the desktop.



Initially when you open the program you will be asked to register your program. Contact ZiPZAP Computer (01522 684705) to obtain an answer for the question.



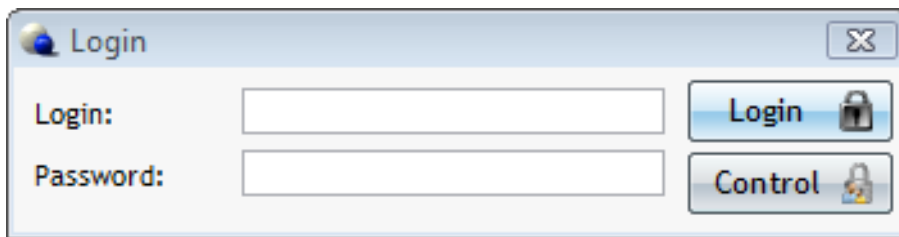
Enter the **Answer** and Click **Check**



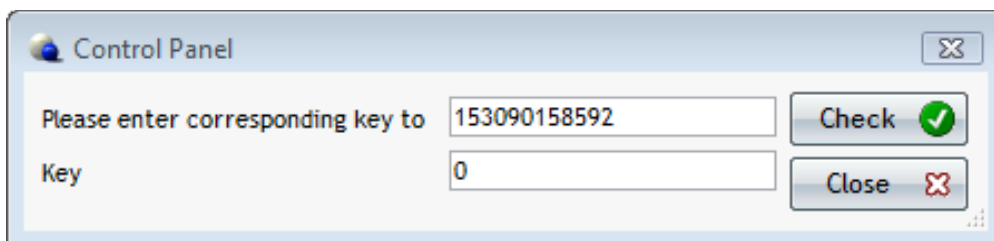
Leave the current directory unless you are going to use this program on a **network**.

Networking Loadmaster is explained on page 17.

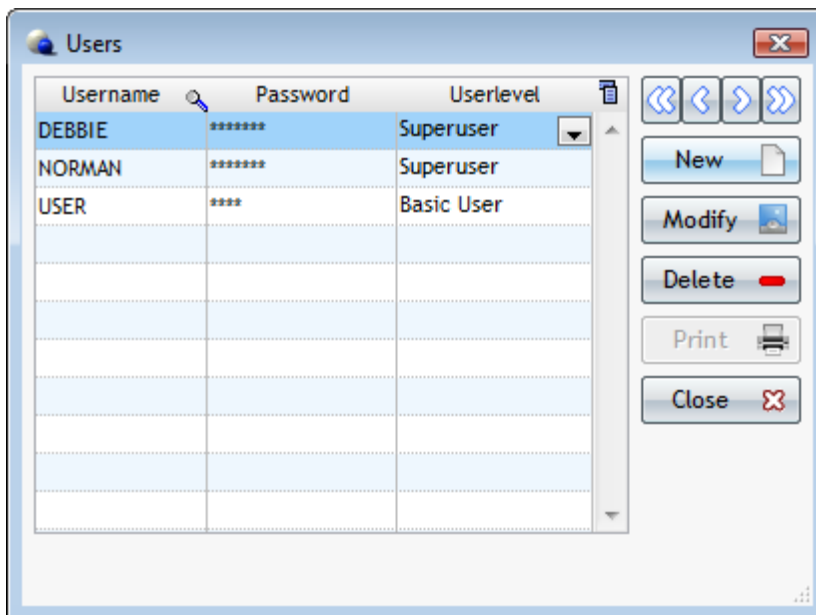
Click the **Control Button** on the **Login** screen



System Administrators should contact ZiPZAP Computers (01522 684705) for entry to the **Control** screen so **Users** can be setup.

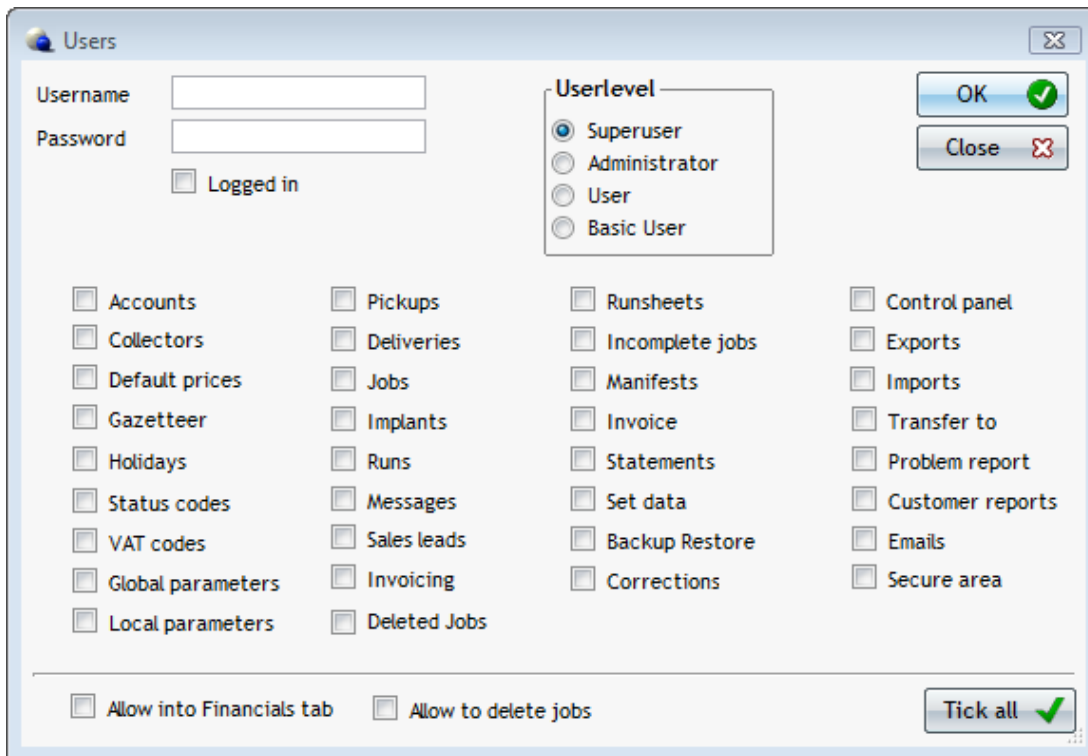


Once access to the control screen has been gained, **Users** can be setup as follows:



Username	Password	Userlevel
DEBBIE	*****	Superuser
NORMAN	*****	Superuser
USER	****	Basic User

Select **New** to enter a new user



Enter a username and password

Select the options that this user is allowed to **access** or click the **tick all** button.

Make sure **Set Data** is ticked, if you are going to **network** this program.

If you require access to the Secure Area, tick the box separately. The tick all button will not tick this box for you.

Click **OK**

Setup the rest of **Users** you require.

Close the **Users Window** when you have finished.

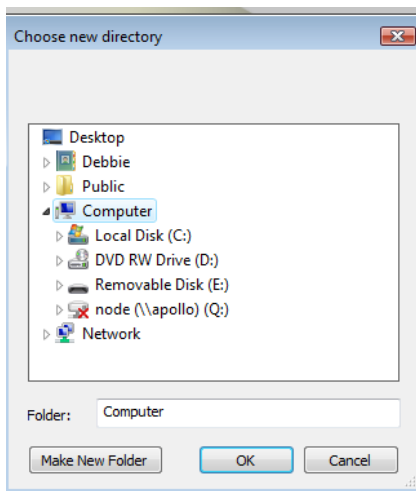
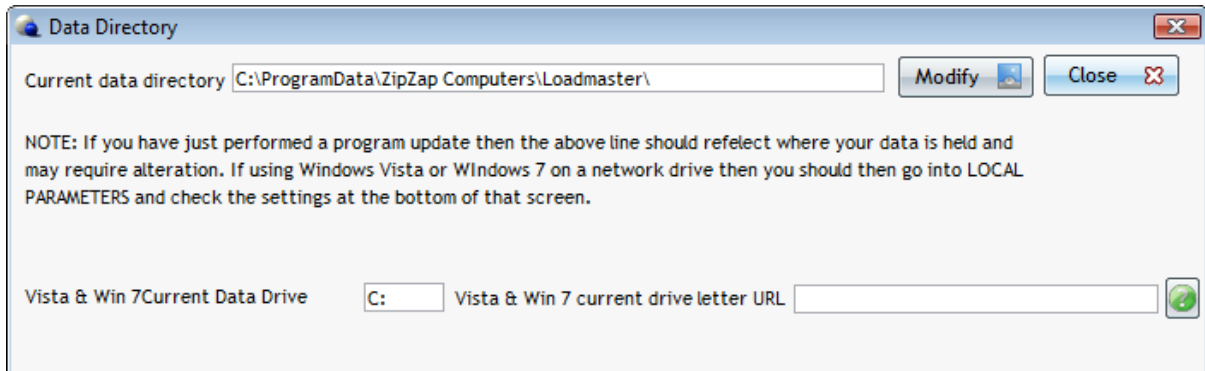
Login as your **created user**

NOTE: To **Setup** more **Users** at a later date, click on Utilities, Control Panel. You will need to obtain the answer again from ZipZAP Computers)

Networking Loadmaster

To run Loadmaster across a network, install the program on all workstations and select the **shared data directory** that everyone has read/write access too.

NOTE: Make sure everyone is out of the system before doing this.



Click **Modify**

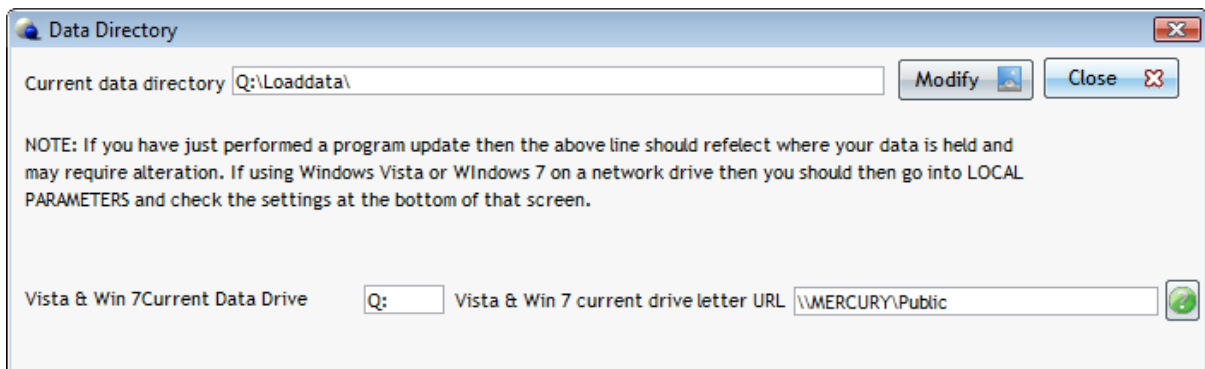
Select the **Shared Data Directory**,


Click **OK**

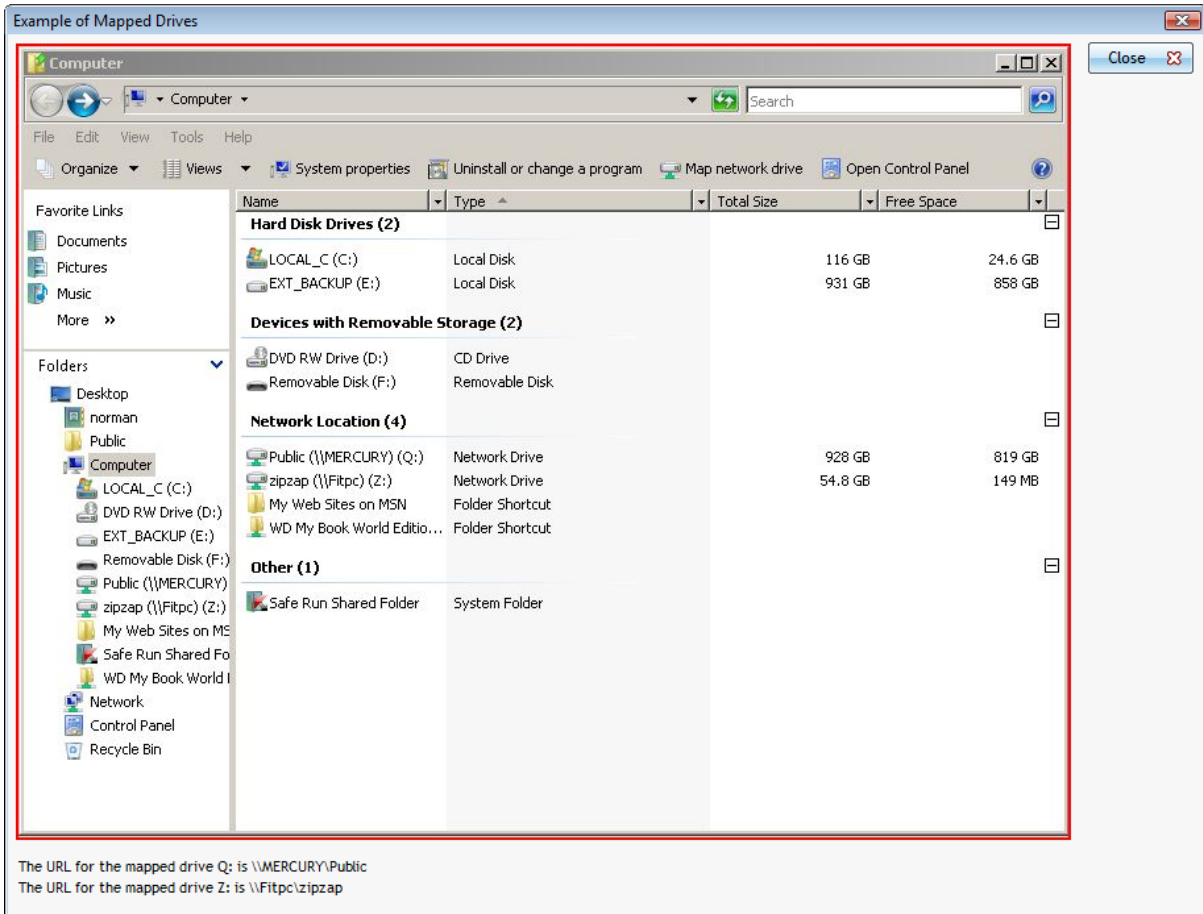
Click **Close**.

NOTE: All workstations must point to the same data path

NOTE: If you are running Windows Vista or Windows 7, enter the drive letter URL (Path address) in which the data is held on. To find out the Drive URL, go to **Setup, Local Parameters** and click **Get URL**.



Click  for an example.



NOTE: If you missed selecting the data directory when installing, you can use the **Data Directory** function by clicking on the **Utilities** menu and **set data directory**.

Updating Loadmaster on a Network Drive

Double-click on the LoadMaster.EXE

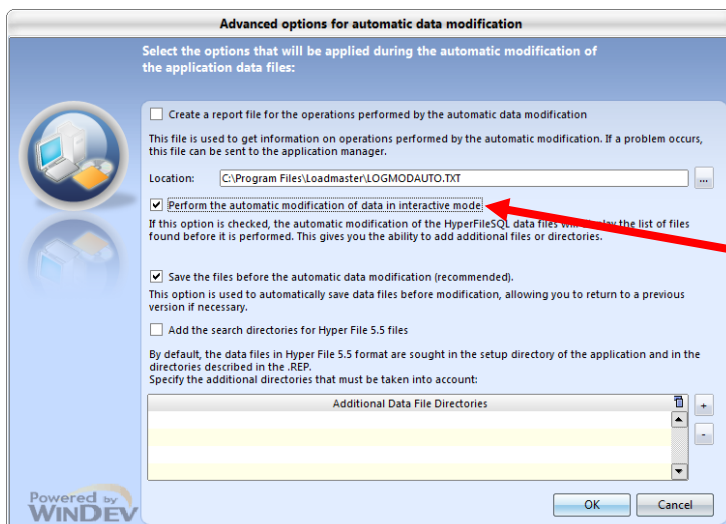
Follow the same screens as you did when installing for the first time but make sure you do the following steps as well:



If you store your data on a **network** drive then you should click the Advanced button during installation.

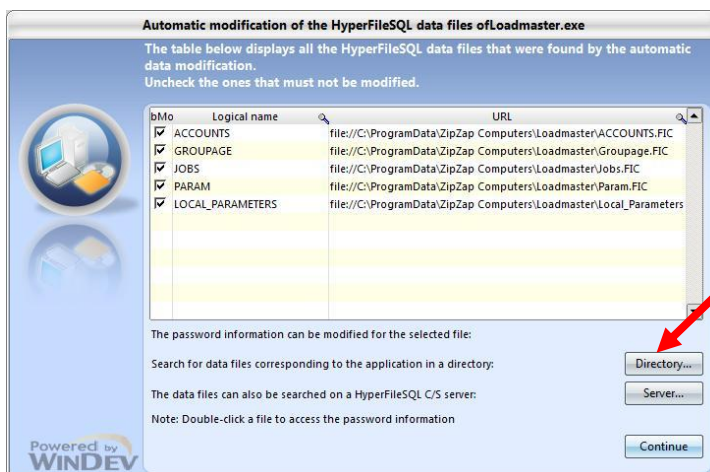
This simply asks you to choose the directory that contains the data files to be updated.

MAKE SURE EVERYONE IS OUT OF THE SYSTEM BEFORE DOING THIS.



Tick the **Perform the automatic modification of data in interactive mode** tick box.

Click **OK**



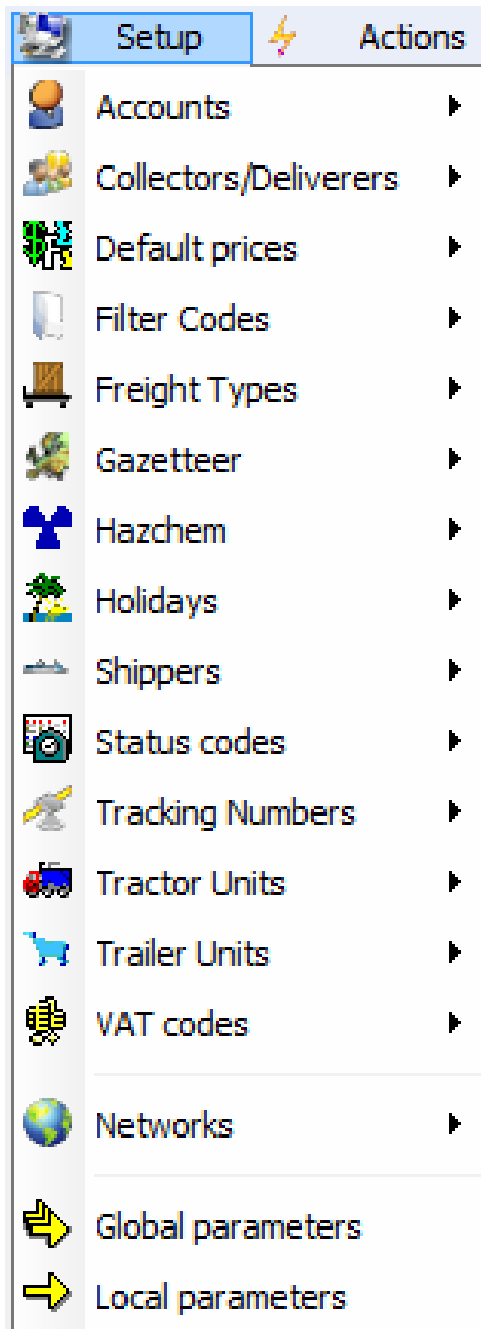
Click the Directory button.

Select the folder you share on your **network** drive.

Click **OK**

Click **Continue**

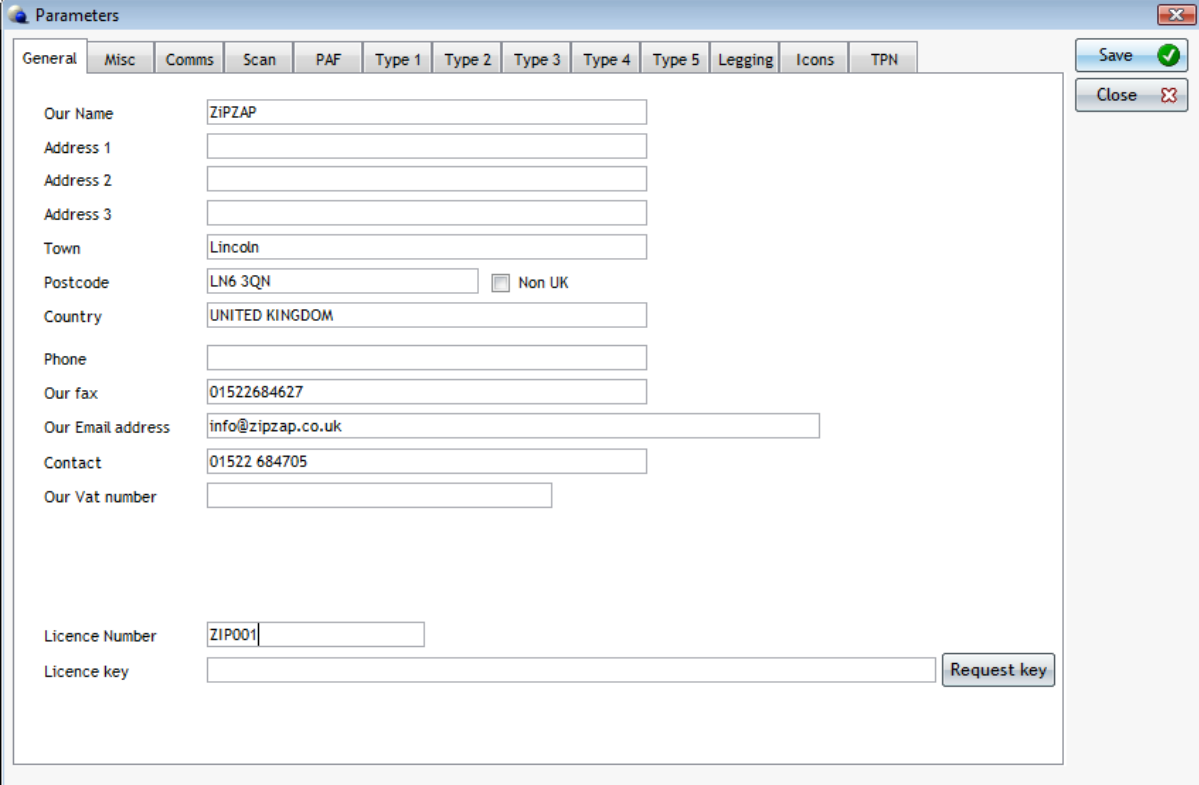
Chapter Two – Setup Menu



The setup menu - Try to following the menu in the order indicated in this manual, although some options you may not require

Global Parameters

NOTE: There are two types of Parameters: The Global Parameters are the settings that apply to everyone not just the local machine. Therefore the Local Parameters are the settings that apply to the local machine.



The screenshot shows a software window titled "Parameters" with a tabbed interface. The "General" tab is selected, showing the following fields:

- Our Name: ZIPZAP
- Address 1: [Empty]
- Address 2: [Empty]
- Address 3: [Empty]
- Town: Lincoln
- Postcode: LN6 3QN Non UK
- Country: UNITED KINGDOM
- Phone: [Empty]
- Our fax: 01522684627
- Our Email address: info@zipzap.co.uk
- Contact: 01522 684705
- Our Vat number: [Empty]
- Licence Number: ZIP001
- Licence key: [Empty]

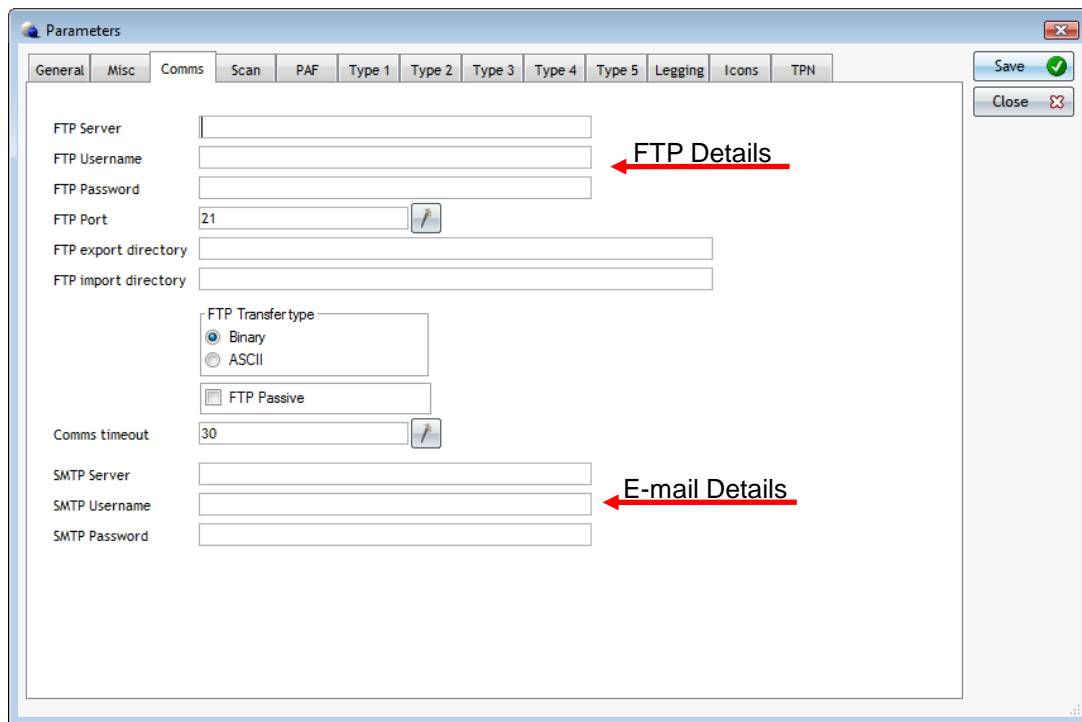
On the right side of the dialog, there are "Save" and "Close" buttons.

Enter your **Company** details

Click to **request** a Licence number and code from **ZIPZAP Computers** if not given already.

NOTE: This places **YOUR** name at the bottom of the screen and allows full use of the system. It is a cross-check on the licence code.

Select the **Comms** Tab



Enter your **FTP** settings

Tick **Passive** if the ftp transfers need to be passive.

Enter your **SMTP** settings (Email)

Email settings can be found in your e-mail client such as **Outlook**

The directories mentioned here are remote.

Select the **Scan** Tab



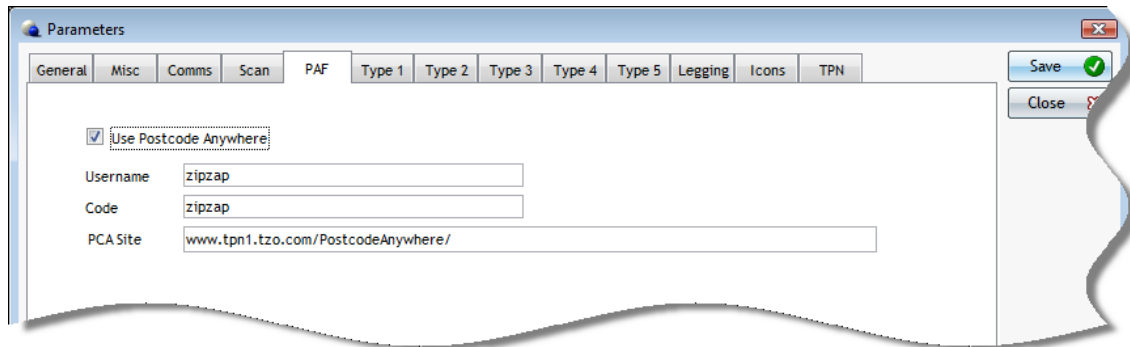
Enter your **Scanner's** settings here **OR** Click **Skip Twain** to turn scanning off.

Select the **PAF** Tab

PAF is for looking up a postcode address file during consignment entry.

If you use Postcode Anywhere, tick the **Use Postcode Anywhere** box.

Enter your username, Code and PCA Site details.

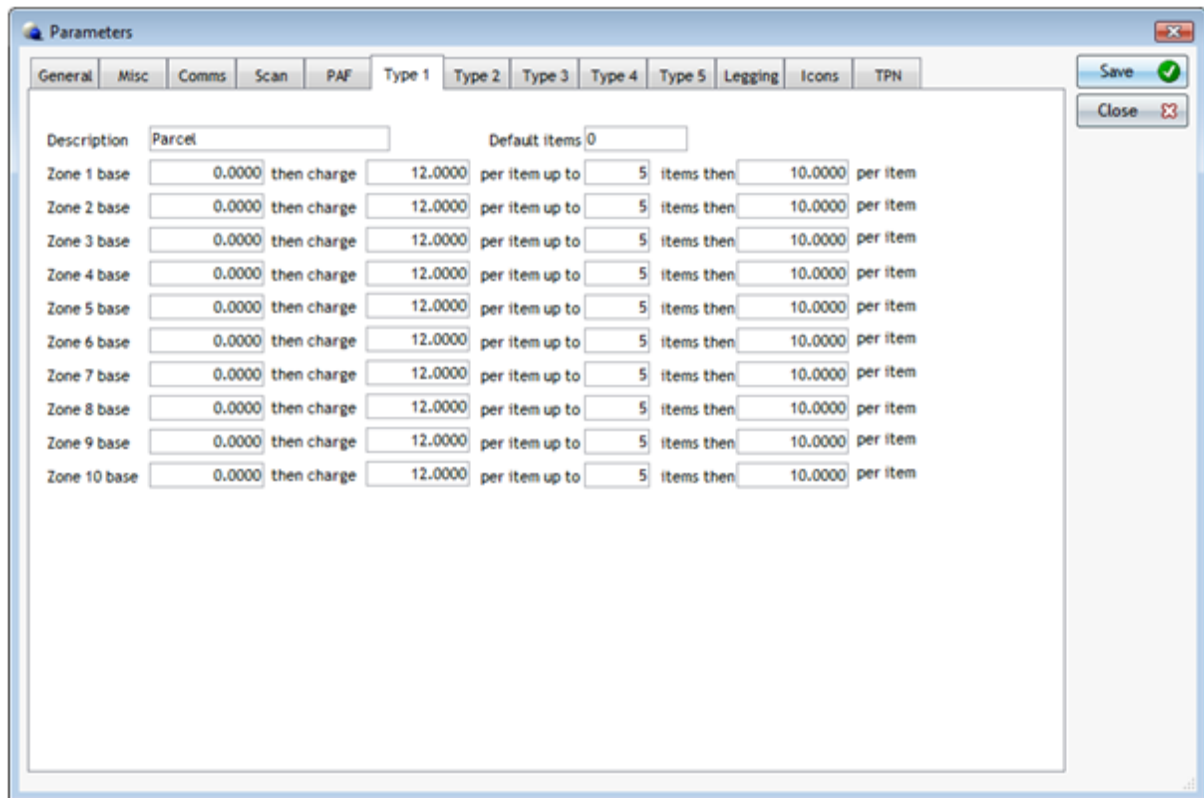


This program allows access to Postcode Anywhere. Details can be obtained from <http://postcodeanywhere.co.uk>

Select the **Type** Tabs

There are 5 freight types available within this program. These are user definable as Type 1, Type 2, Type 3, Type 4 or you can change by weight in Type 5.

The first type in this example is setup as a Parcel.



The screenshot shows a software window titled "Parameters" with a tabbed interface. The "Type 1" tab is selected. The "Description" field contains "Parcel" and "Default items" is set to "0". Below this, there is a table of pricing zones. Each zone has a "base" value of 0.0000, a "then charge" of 12.0000, a "per item up to" value of 5, and an "items then" value of 10.0000. The "per item" charge is also listed as 10.0000 for each zone.

Zone	base	then charge	per item up to	items then	per item
Zone 1	0.0000	12.0000	5	10.0000	10.0000
Zone 2	0.0000	12.0000	5	10.0000	10.0000
Zone 3	0.0000	12.0000	5	10.0000	10.0000
Zone 4	0.0000	12.0000	5	10.0000	10.0000
Zone 5	0.0000	12.0000	5	10.0000	10.0000
Zone 6	0.0000	12.0000	5	10.0000	10.0000
Zone 7	0.0000	12.0000	5	10.0000	10.0000
Zone 8	0.0000	12.0000	5	10.0000	10.0000
Zone 9	0.0000	12.0000	5	10.0000	10.0000
Zone 10	0.0000	12.0000	5	10.0000	10.0000

The screen above indicates that for Zones 1 - 10 (country areas assigned to postcodes within the gazetteer) the following price structure is available.

For 1 Parcel there will be a charge of £12.

For 5 Parcels there will be a charge of £60

For 6 Parcels there will be a charge of £70 – this is made of % @ £12 and 1 @ £10.

Follow a similar pattern for the remaining types.

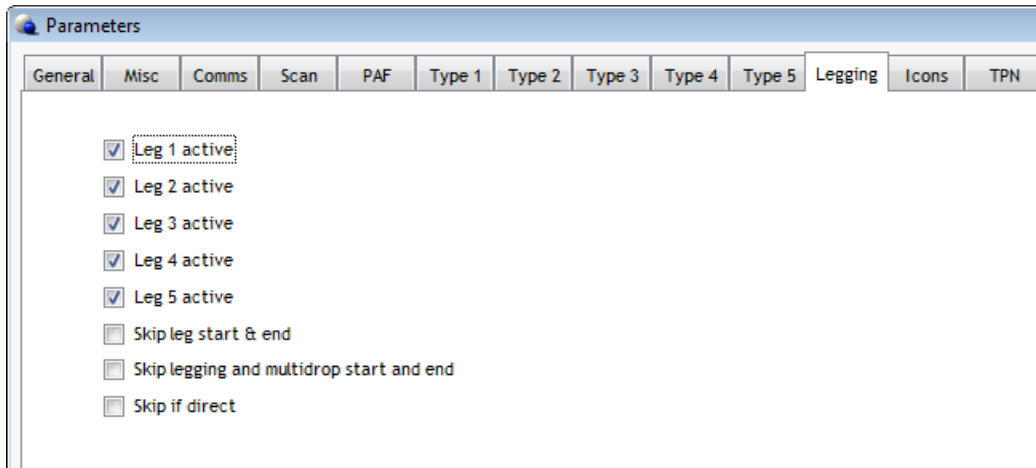
These are default “Full Tariff” rates and can also be maintained in **Setup, Default Prices** where you will have access up to **100** pricing zones.

Select the **Legging** tab

Turn on and off **Legs**

Check the **Skip** tick boxes if required

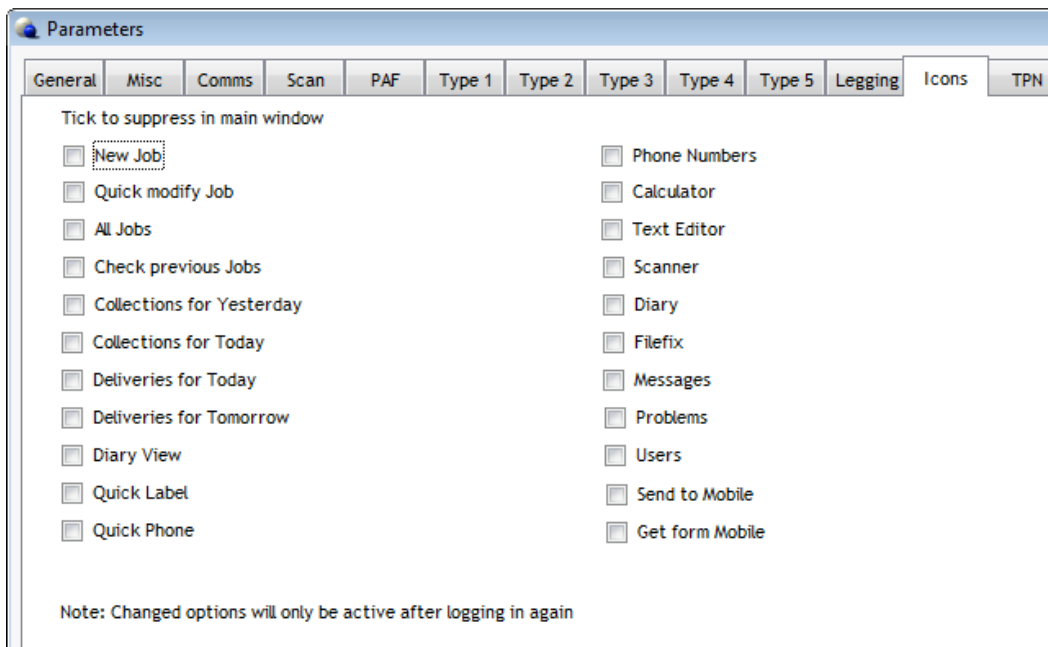
- Skip Leg start & end
- Skip legging and multidrop start and end
- Skip if direct



Select the **Icons** tab

Turn on/off icons which display on the main screen toolbar

Changes are applied when you next use the program.



Select the **TPN** tab

If you are not a **TPN user**, make sure the **Use TPN** tick box is **not** ticked

Click  **Save** to finish

If you are a **TPN User**, make sure the **Use TPN** tick box is **ticked**.

Enter the **Local depot** number

Enter the **Country Code** – e.g. 044 for UK, 0353 for Ireland

If required, enter the **default pallet quantities** and **weights**.

If required, select the **Pallet Types** and **Remarks** you wish to **allow** for use by clicking either **Yes** or **No**.


Click  to select the **Default Del (Delivery) Service**.

Click  to select the **Default Coll (Collection) Service**.

Enter your default **Trunk**, **Label Copies** and **Local Pricing Zone**.

If required, tick the **Labels without date in barcode** tick box.


If you are using Loadmaster like an Implant, you will need to create an account called LOAD on the Depot System. Click on the Cont Tab to Select Implant Used and FTP as the Transfer Method.


Click  to select the created **TPN Hub Account** (This is the created account for delivering/collecting on behalf of TPN.)

Enter your **TPN Filename** – (When the Day End file is created by selecting Actions/Networks/TPN Legacy System/Day End, the file will be created with the name entered in this box.)

Enter your **TPN email** address

Enter your **TPN FTP** username and password

Click  to select your **TPN Image** directory – (Usually where your TPN data is held i.e. C:\tpndata)

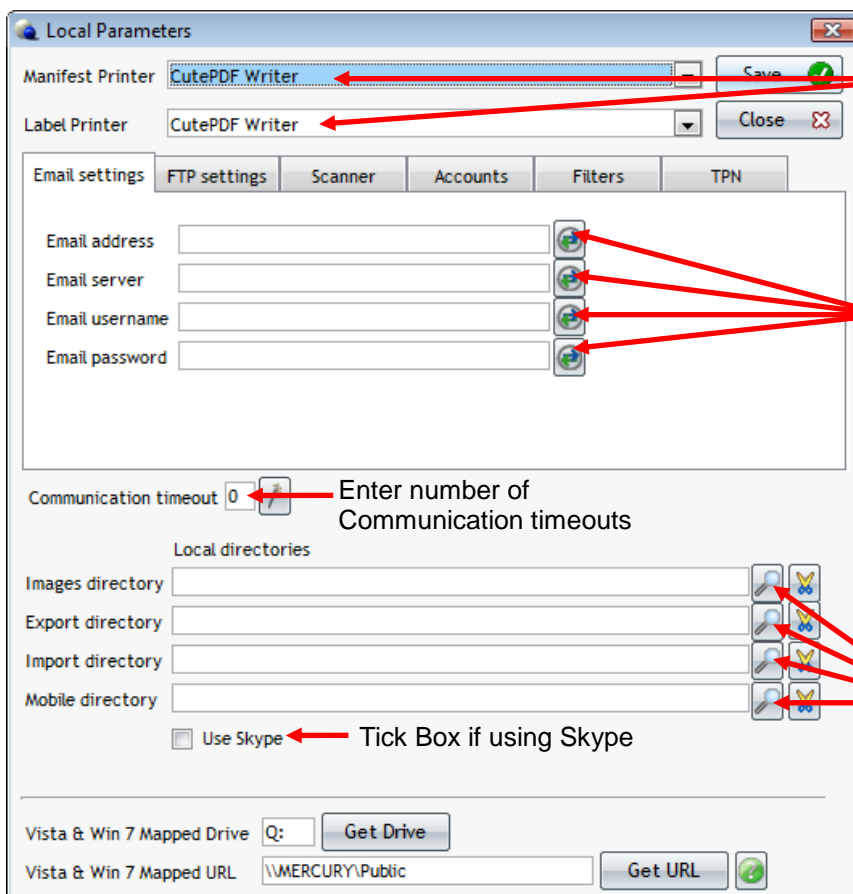
If you see this button  next to a box, it is for **clearing** the specific box quickly.

Click **Save** to finish. 

The **Misc Tab** should be left until the end of this chapter as some of the details required haven't been set up yet.

Local Parameters

These settings are specific to your own local computer. Work through the tabs and enter the information as illustrated below:




The screenshot shows the 'Local Parameters' dialog box with the following fields and controls:

- Manifest Printer: CutePDF Writer
- Label Printer: CutePDF Writer
- Communication timeout: 0
- Local directories: Images directory, Export directory, Import directory, Mobile directory
- Use Skype:
- Buttons: Save, Close, Get Drive, Get URL

Red arrows point to the printer dropdowns, the magnifying glass icons on the email fields, the communication timeout spinner, and the magnifying glass icons on the local directories fields.

Select **Printers**

Email settings tab:

Click  to paste the same settings you entered in **Global Parameters**.


Or

If different, enter the emails settings.

Click the magnifying glass to select the Local directories.

If you have **Windows Vista or 7**, you can find out your **Mapped Drive** and **Address** by clicking **Get Drive** and **Get URL**.

Select the **FTP settings** tab

Click  to paste the same settings you entered in **Global Parameters**.


Or

If **different**, enter the FTP settings.


Tick **Passive** if the ftp transfers need to be passive. (**Recommended**)

Select your **FTP Transfer type**

Select the **Scanner** tab

Click  to paste the same settings you entered in **Global Parameters**.

Select the **Accounts** tab

Click  to select the **Sage** directory.

This is the directory to store the transaction file for Sage when the invoice summary is performed.

Select the **Filters** tab

This option is for **resetting filters**.

Select the **TPN** tab

Email settings	FTP settings	Scanner	Accounts	Filters	TPN
TPN Live Username <input type="text"/>		Tpn Live SOAP Server			
TPN Live Password <input type="text"/>		<input checked="" type="radio"/> TPN UK			
		<input type="radio"/> TPN IRELAND			
		<input type="radio"/> TPN TEST SITE			
TPN Data Directory <input type="text"/>		<input type="button" value="Search"/> <input type="button" value="Refresh"/>			
TPN POD Directory <input type="text"/>		<input type="button" value="Search"/> <input type="button" value="Refresh"/>			

Enter your TPN Live **Username** and **Password**.

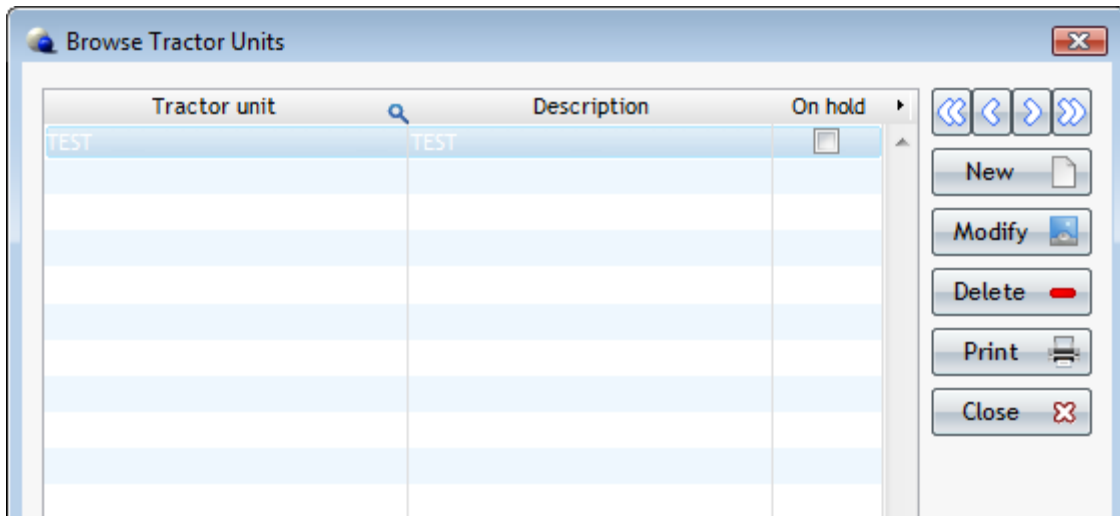
Select your **TPN Live SOAP Server**

Select your **TPN Data Directory – NOT CURRENTLY FUNCTIONAL**

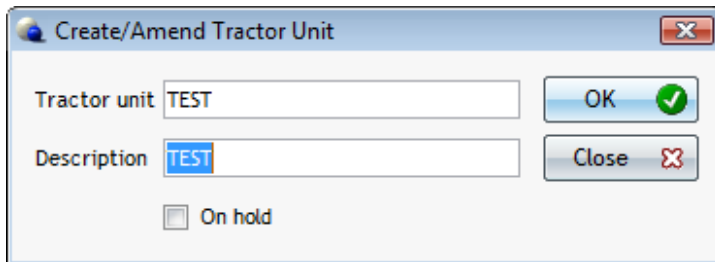
Select your **TPN POD Directory**, this will read in the TPN POD details.

Click  **Save** to finish.

Tractor Units



Click **New** to add a new record or **Modify** to alter the highlighted record.

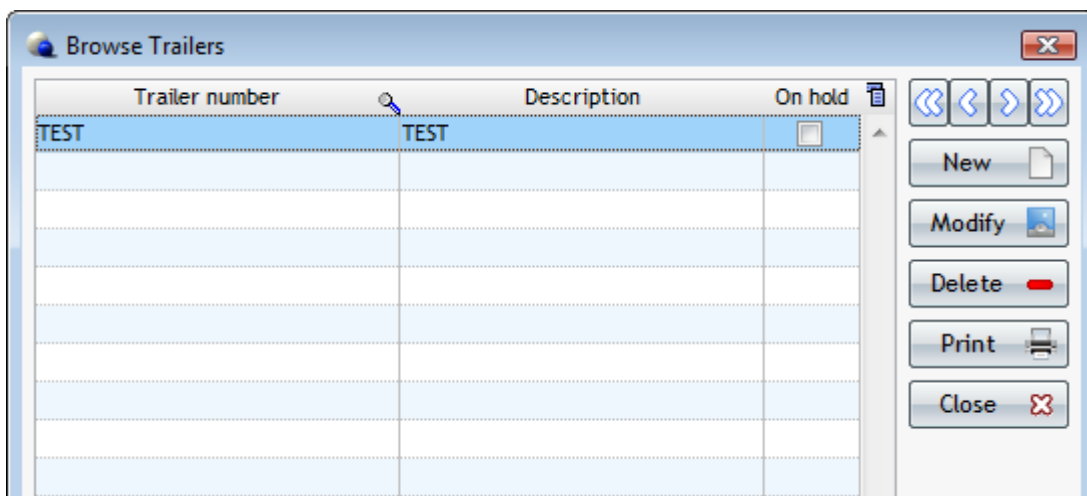


Enter the **Tractor Unit's ID** and **Description**.

Tick the **On Hold** tick box if this tractor is not currently in use.

Click **OK** 

Trailer Units



Click **New** to add a new record or **Modify** to alter the highlighted record.

Trailer number: TEST

Description: TEST

Pallet capacity: 0

Weight limit Kg: 0

Test Date: [empty]

On hold

Buttons: OK (checked), Cancel

Enter the **Trailer's Number** and **Description**

Enter the **Pallet Capacity** and **Weight Limit (Kg)**

Enter the **Test Date (MOT Date)** for the **Trailer**

Tick the **On Hold** tick box if this tractor is not currently in use.

Click **OK**

Collectors/Deliverers

Delivery and collection agents are linked to the gazetteer.

ID	Description	Wt Limit	Road tax	Test	Insurance	Skype
ALEC		17,000	30/11/2010	15/04/2010	16/11/2010	<input type="checkbox"/>
CHRIS		44,000	30/11/2010	15/06/2010	16/11/2010	<input type="checkbox"/>

Toolbar: New, Modify, Delete, Print, Close, Skype

Click **New** to add a new record or **Modify** to alter the highlighted record.

Enter the **Collector/Deliverer ID and Description**

Enter the **Collector/Deliverer's Details**


Enter the **vehicle's weight limit**

If applicable, enter the due dates for the following options:

- Road Tax Due
- MOT Test Due
- Insurance Due
- Tacho Calibration
- Tacho Inspection

If the vehicle has a **Tail Lift Facility**, tick the tick box

Enter the **Vehicle's Pallete Capacity**

If applicable, select the **Tractor Unit** and **Trailer Number** by clicking on the Magnifying glass .

Not In House – indicates whether this agent belongs to the main depot or they are working for someone else.

Tick the **Not In House** tick box if required.

Select the **Costs** Tab

When a driver is not in house you need to set up payment rates for them. There are Generic charges for delivery and collection or a fixed daily cost. Alternatively agents can be paid according to items and weight of the goods they are delivering or collecting

The screenshot shows a software window titled "Vehicle/Contractor" with two tabs: "Basic" and "Costs". The "Costs" tab is active. The window contains the following fields and controls:

- ID:** ALEC Not in house
- Apply VAT Number
- Generic charges:**
 - Collection chg
 - Delivery chg
 - Daily cost Use daily costs
- Recosting values:**

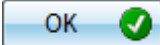
<input type="text" value="0.00"/>	and pallet	<input type="text" value="0.00"/>	per pallet upto	<input type="text" value="0"/>	pallet then	<input type="text" value="0.00"/>
<input type="text" value="0.00"/>	First type 2	<input type="text" value="0.00"/>	per item upto	<input type="text" value="0"/>	items then	<input type="text" value="0.00"/>
<input type="text" value="0.00"/>	First type 3	<input type="text" value="0.00"/>	per item upto	<input type="text" value="0"/>	items then	<input type="text" value="0.00"/>
<input type="text" value="0.00"/>	First type 4	<input type="text" value="0.00"/>	per item upto	<input type="text" value="0"/>	items then	<input type="text" value="0.00"/>
- Min charge
- Omit from reprice

Buttons: OK (with a green checkmark icon), Close (with a red X icon).


Enter the **vehicle's costs**

If required, Tick **Use daily costs** tick box and enter the **Daily Cost** in the box.

If required, Tick **Omit from reprice** tick box if you wish to skip the recalculation.

Click **OK**  to Finish

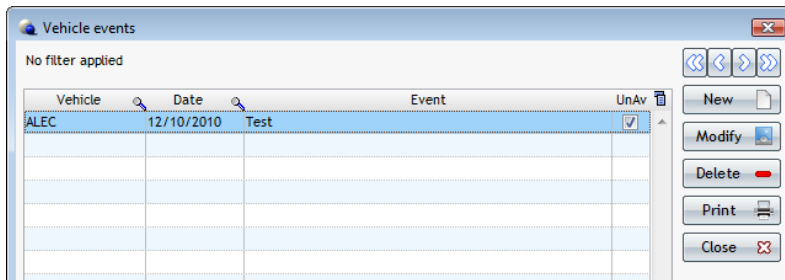
Diary Events

To view events for a specific vehicle, click  to select an **ID**

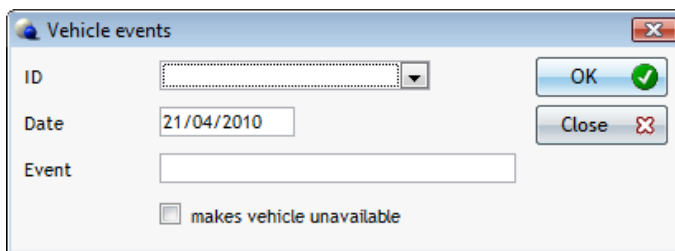
Or

Leave **blank** to view all events

Click the  **Display** button



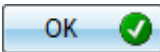
Click **New** to add a new record or **Modify** to alter the highlighted record.



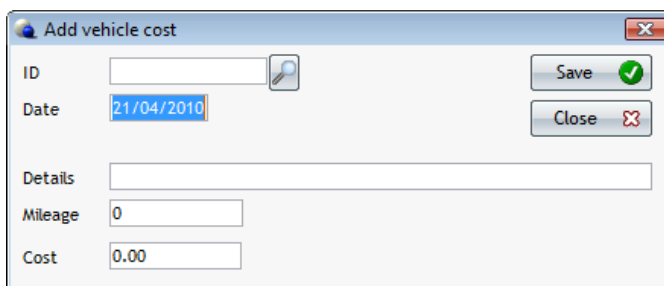
Select a **Vehicle ID**

Enter the **Date** of Event and **Description**

Tick the makes **vehicle unavailable** tick box if this vehicle is unavailable on this date.

Click **OK**  to Finish

Add Costs for Our Vehicles



Click  to select a **vehicle ID**

Enter **date** of cost

Enter **details** of cost

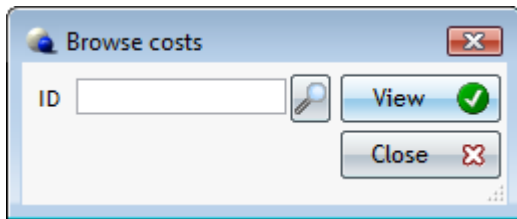
Enter the **mileage** the vehicle has done


Enter the **cost** value

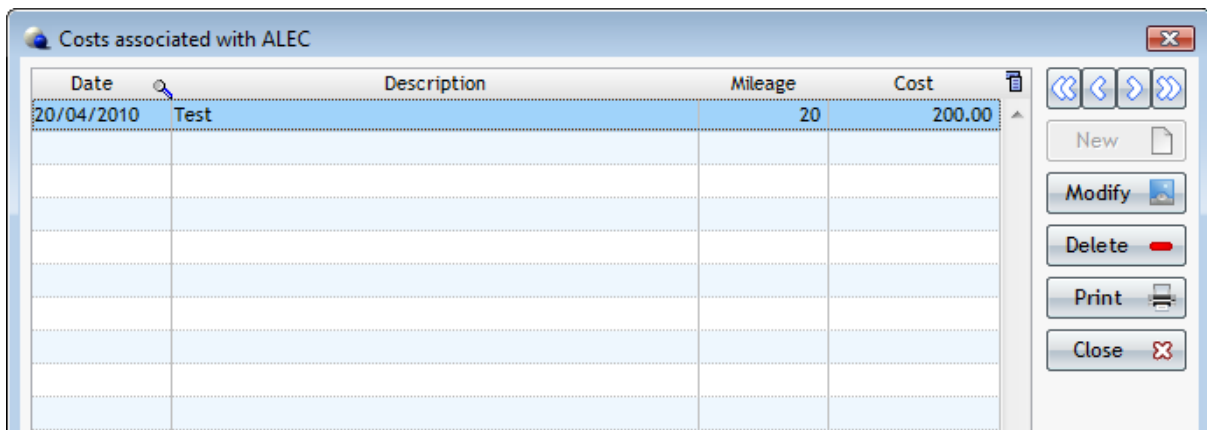
Click  **Save** to finish.

Browse Our Vehicle Costs

Click  to select a **Vehicle ID**



Click the **View**  button to browse vehicle costs of the specific vehicle.



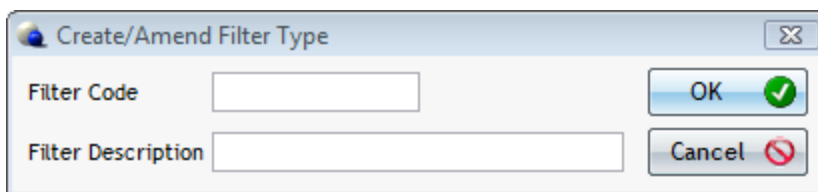
To make any alterations, highlight the record and click **Modify**.

Filter Codes

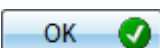
If required, you can enter filter codes as an alternative filtering facility.

For example - filter consignments by country

Click **New** to add a new record or **Modify** to alter the highlighted record.



Enter the **Filter Code** and **Description**

Click **OK**  to Finish

Do not confuse Filter Codes with Zones. Filter Codes are for filtering consignments to make it easier to view and find specifics ones you require. Zones are for pricing areas.

Gazetteer

Setup

To setup the gazetteer, **Close Loadmaster**

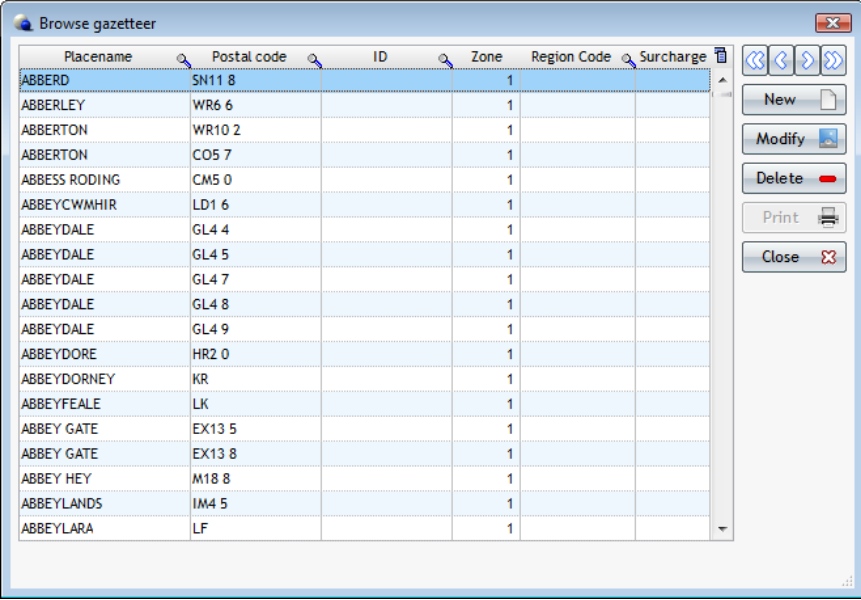
Download the following two files:

<http://www.zipzap.eu/downloads/Shop/LoadmasterExtreme/Gazetteer.FIC>
<http://www.zipzap.eu/downloads/Shop/LoadmasterExtreme/Gazetteer.ndx>

Save them to your **Loadmaster data folder**

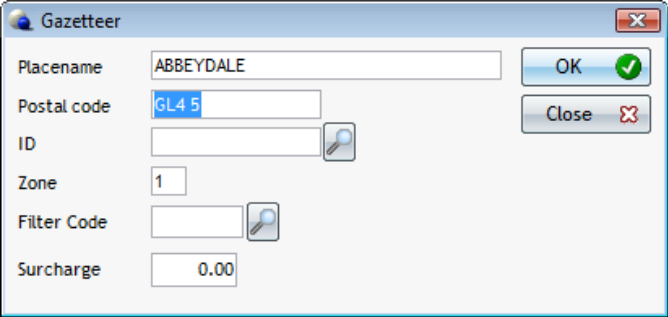
Update Gazetteer

Open Loadmaster and **browse** the Gazetteer



Placename	Postal code	ID	Zone	Region Code	Surcharge
ABBERD	SN11 8		1		
ABBERLEY	WR6 6		1		
ABBERTON	WR10 2		1		
ABBERTON	CO5 7		1		
ABBESS RODING	CM5 0		1		
ABBEYCWMHIR	LD1 6		1		
ABBEYDALE	GL4 4		1		
ABBEYDALE	GL4 5		1		
ABBEYDALE	GL4 7		1		
ABBEYDALE	GL4 8		1		
ABBEYDALE	GL4 9		1		
ABBEYDORE	HR2 0		1		
ABBEYDORNEY	KR		1		
ABBEYFEALE	LK		1		
ABBEY GATE	EX13 5		1		
ABBEY GATE	EX13 8		1		
ABBEY HEY	M18 8		1		
ABBEYLANDS	IM4 5		1		
ABBEYLARA	LF		1		

To make any alterations, highlight the record and click **Modify**.



Gazetteer

Placename: ABBEYDALE

Postal code: GL4 5

ID: [] [🔑]

Zone: 1

Filter Code: [] [🔑]


Surcharge: 0.00

OK []

Close []

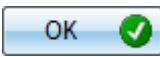
Enter any changes

If required, you can allocate a **Collector/Deliverer** to a postcode by clicking on this

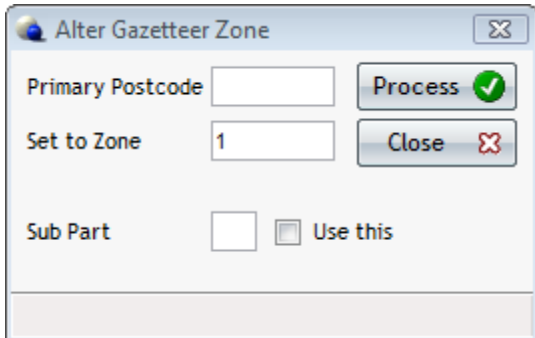
 button next to **ID**.

If required, you can allocate a **Filter Code** to a postcode by use this  button next to Filter Code.

If required, enter a **Surcharge** for the postcode

Click **OK**  to finish

Change Zone on Postcode

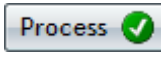


Enter **Postcode**

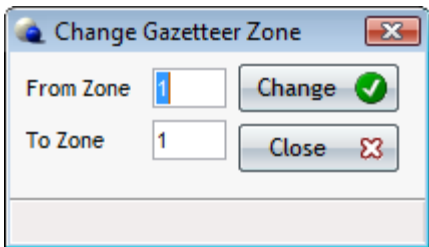
Enter the **Zone** you want to allocate too

If required, enter the **Sub Part**

Tick the **Use this** tick box.


Click **Process**  to finish

Alter Zone from One to Another

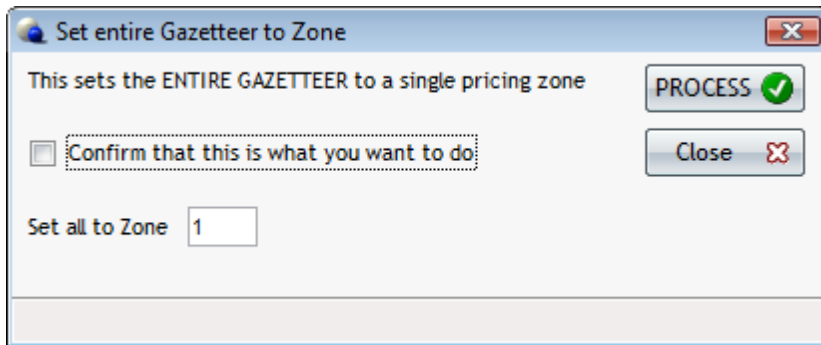


Enter the **Zone** you want to **change** in the **From Zone** box.

Enter the **Zone** you want to **change too** in the **To Zone** box.

Click **Change**  to finish

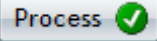
Change Entire Gazetteer to one zone



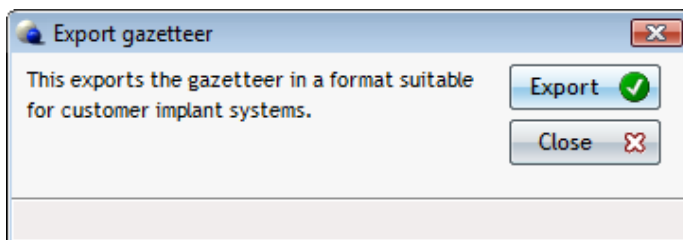
This will set the Gazetteer to one single pricing zone.

Enter **Zone**

Click **Confirm that this is what you want to do**

Click **Process**  button to finish

Export Implant Gazetteer



This exports the gazetteer in a format suitable for the customer Implant.

Click **Export**  button to finish.

Networks

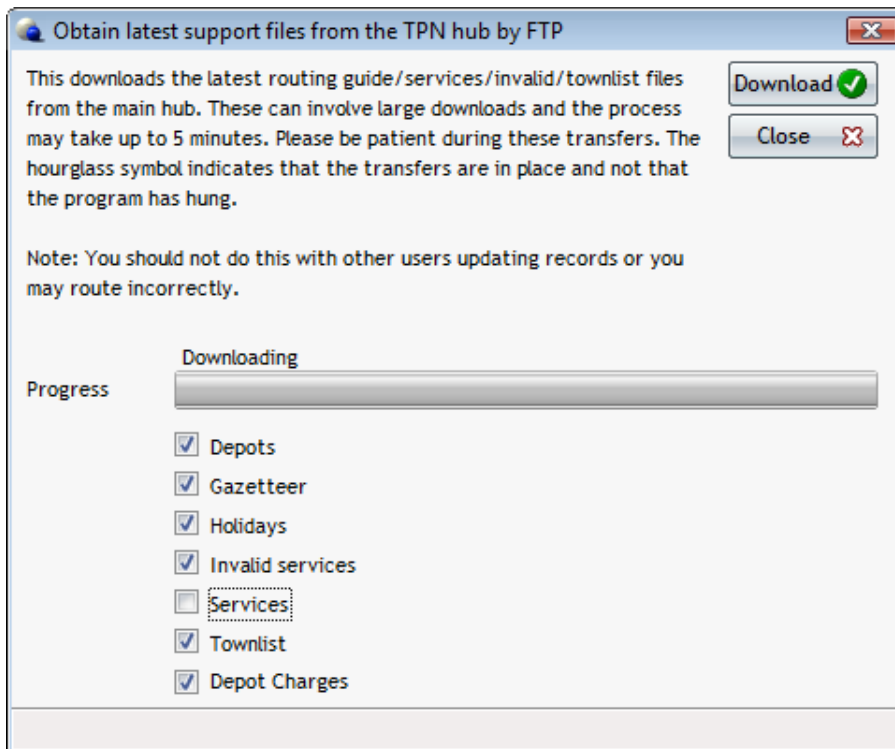
There are eight networks:

- APC
- Business Post
- City Link
- Hazchem
- Pallex
- TPN Legacy
- UK Pallets
- UPS

Currently only TPN Legacy is functioning, the rest are being worked on.

TPN Legacy Network


To import all the information, select **TPN Legacy** and click on **Get TPN Updates**.



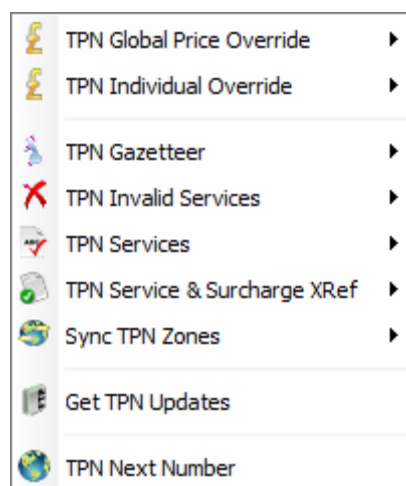
This will download the latest files from the TPN Hub by FTP.

NOTE: You should not do this with other users updating records or you may route incorrectly.

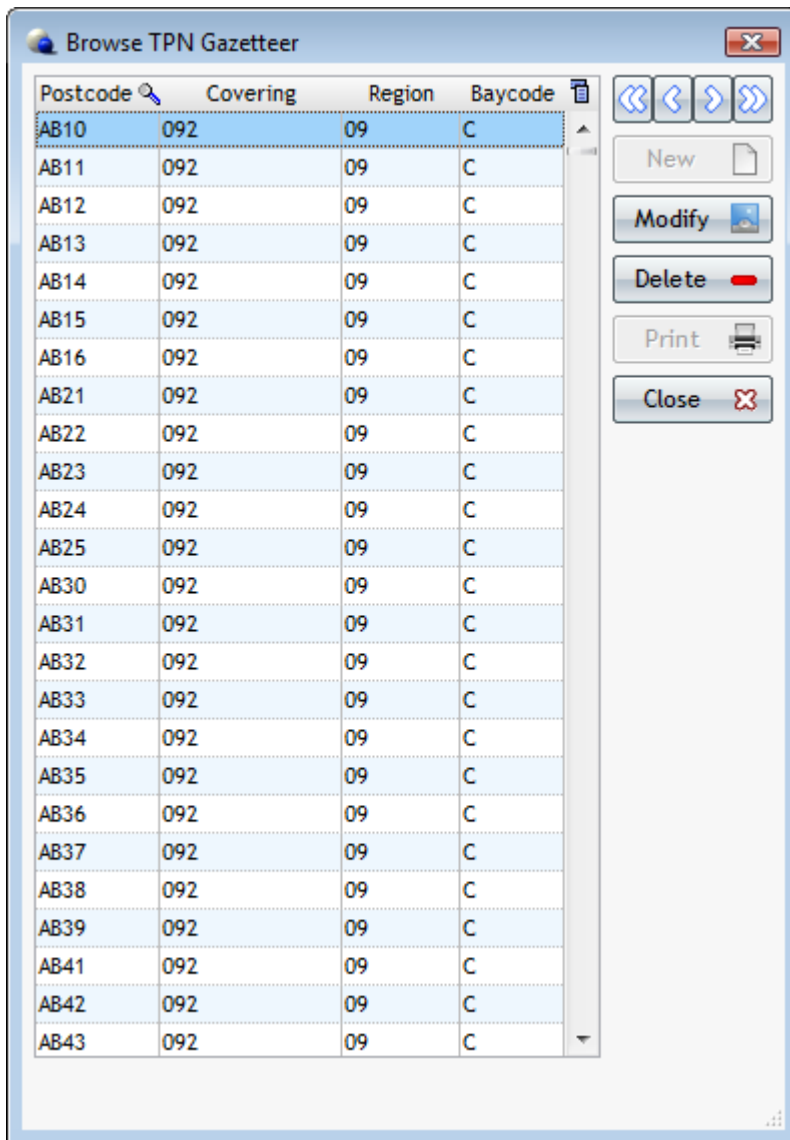
NOTE: Do not tick Services unless you want to reset the Services up.

Click the **Download**  button to begin

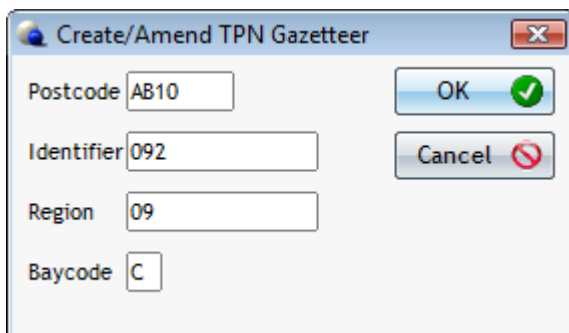
Once complete, you will be able to browse all the options in the **TPN Network**.

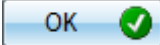


Browse TPN Gazetteer

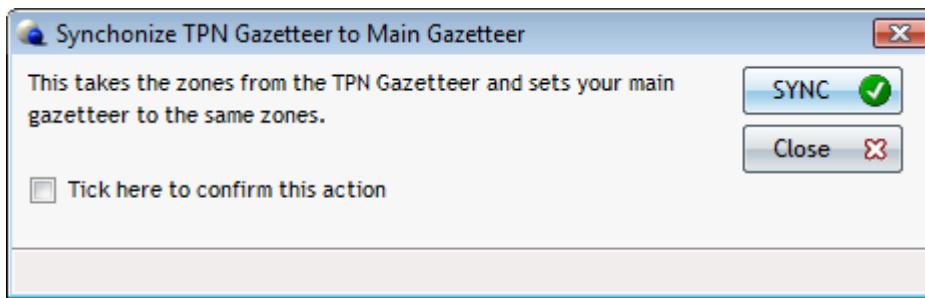


Click **Modify** to alter the highlighted record.



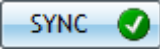
Click **OK**  to finish.

Sync TPN Zones

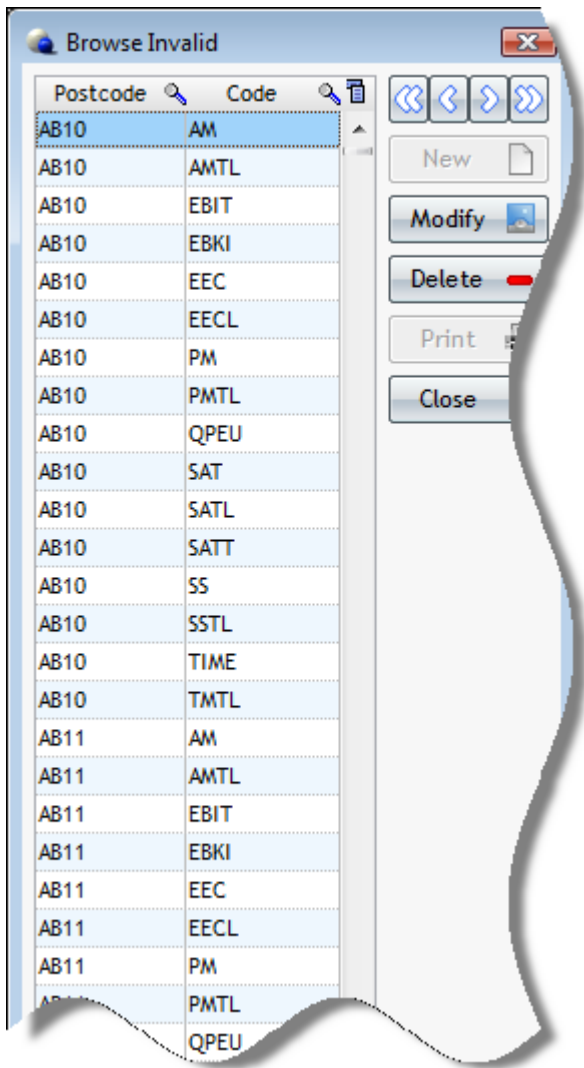


This takes the zones from the TPN Gazetteer and sets your main gazetteer to the same zones.

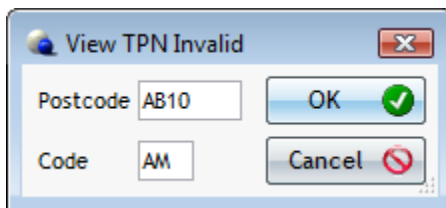
Click **Tick here to confirm this action**

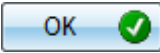
Click the **SYNC**  Button to finish

Browse TPN Invalid Services

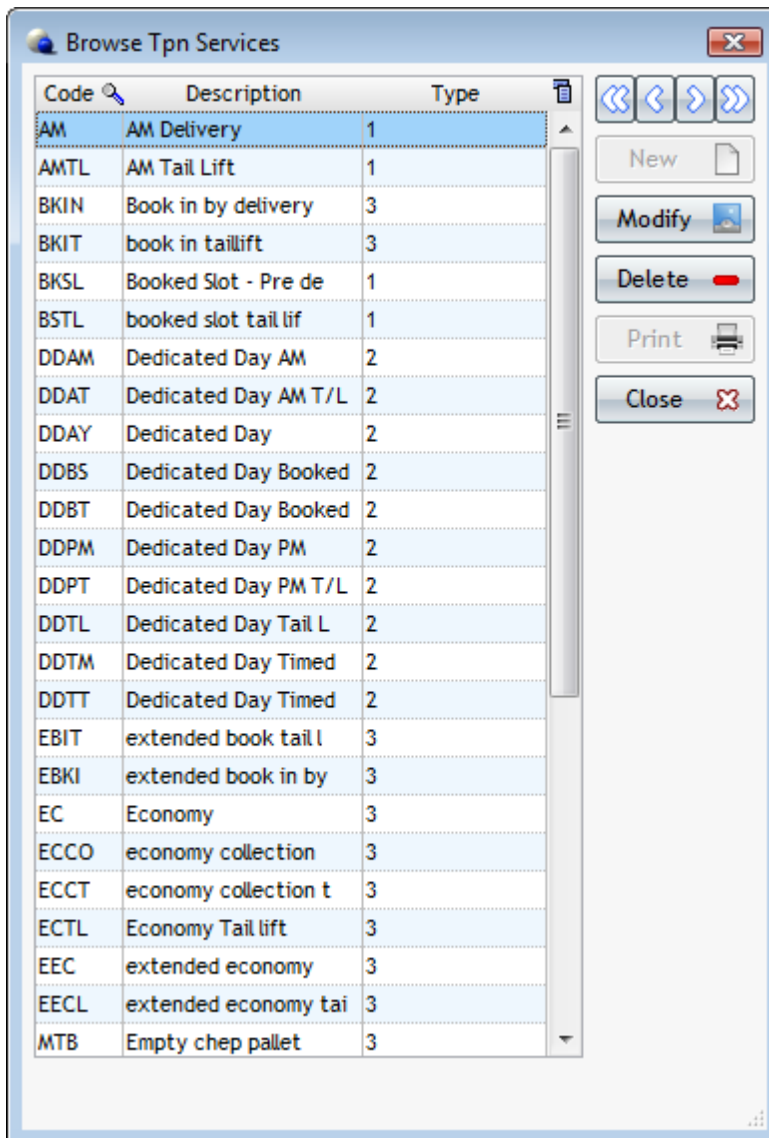


Click **Modify** to alter the highlighted record.

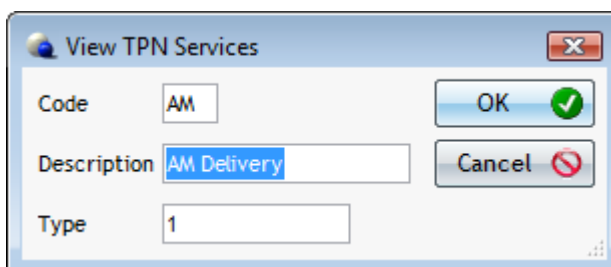


Click **OK**  to finish.

Browse TPN Services

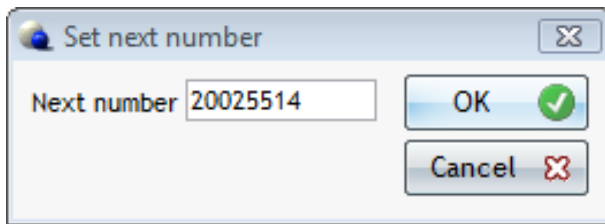


Click **Modify** to alter the highlighted record.



Click **OK** to finish.

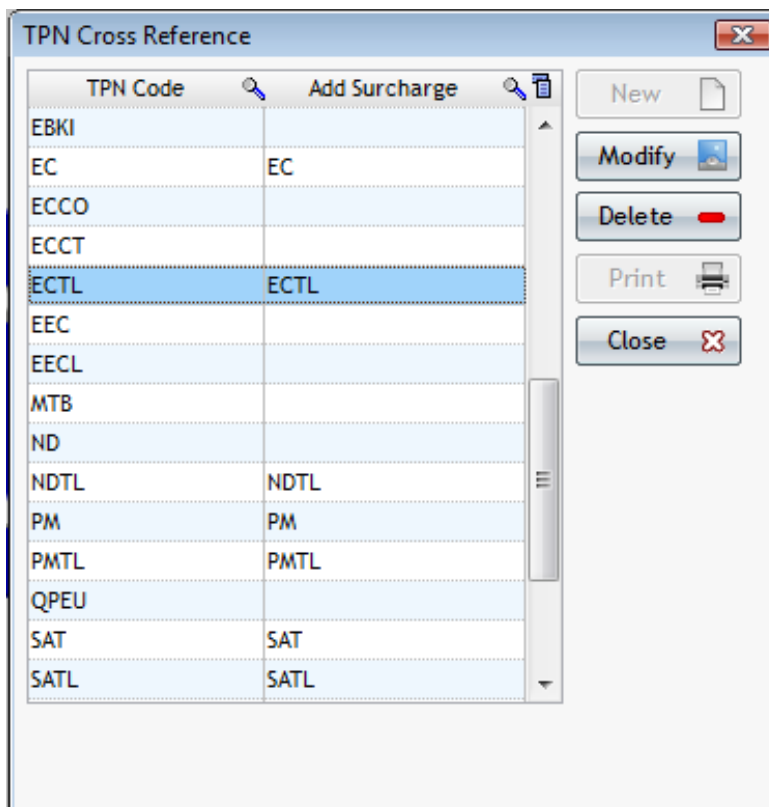
Set TPN Next Number



A dialog box titled "Set next number" with a close button (X) in the top right corner. It contains a text input field labeled "Next number" with the value "20025514". Below the input field are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Enter the next number and Click **OK**  to finish.

TPN Service & Surcharge XRef

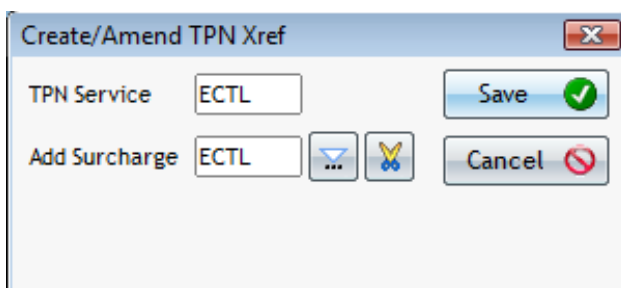


A dialog box titled "TPN Cross Reference" with a close button (X) in the top right corner. It features a table with two columns: "TPN Code" and "Add Surcharge". The table contains the following rows:

TPN Code	Add Surcharge
EBKI	
EC	EC
ECCO	
ECCT	
ECTL	ECTL
EEC	
EECL	
MTB	
ND	
NDTL	NDTL
PM	PM
PMTL	PMTL
QPEU	
SAT	SAT
SATL	SATL

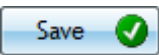
To the right of the table are several buttons: "New" (with a document icon), "Modify" (with a blue square icon), "Delete" (with a red minus icon), "Print" (with a printer icon), and "Close" (with a red X icon).

Click **Modify** to alter the highlighted record.

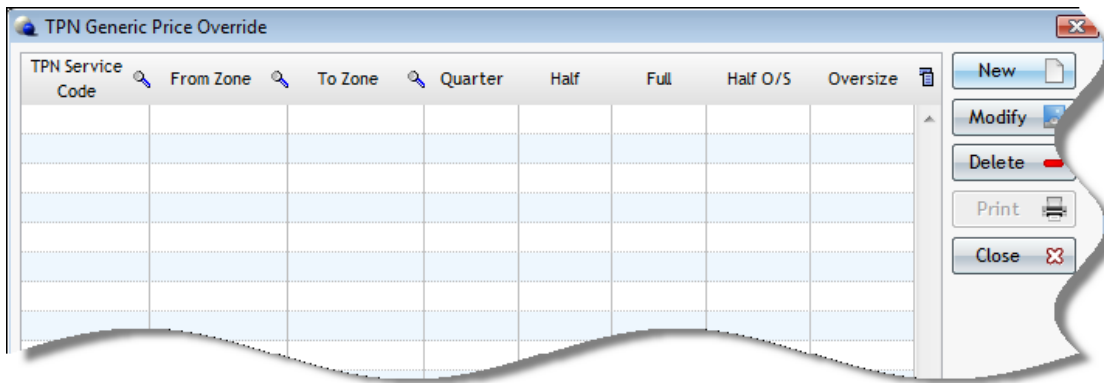


A dialog box titled "Create/Amend TPN Xref" with a close button (X) in the top right corner. It contains two text input fields: "TPN Service" with the value "ECTL" and "Add Surcharge" with the value "ECTL". Below the "Add Surcharge" field are two small icons: a blue square with a white downward arrow and a blue square with a white scissors icon. To the right of the input fields are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

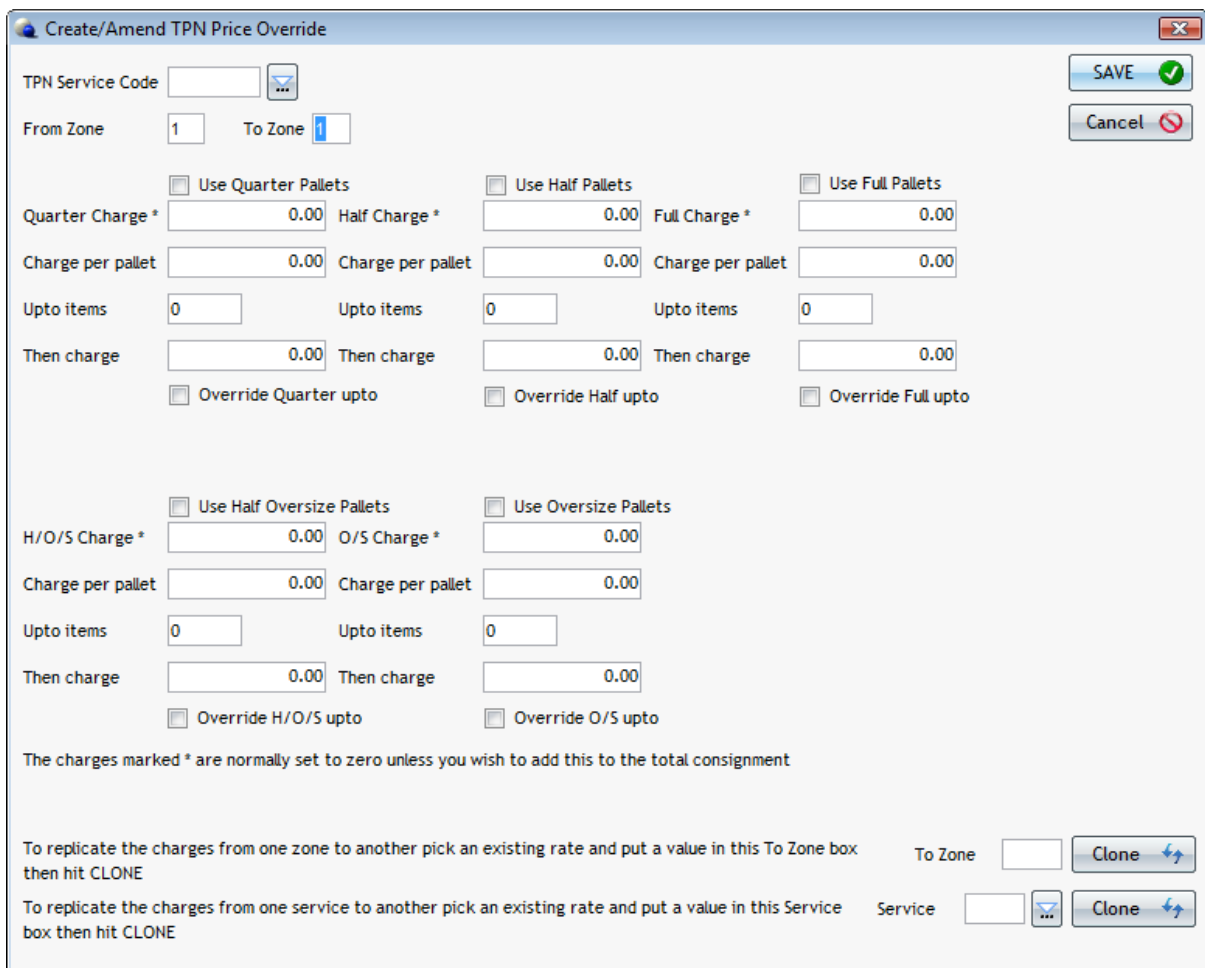
Add a **Surcharge** to a **TPN Service** by clicking on the following button. 


Click **Save**  to finish.

TPN Global Price Override



Click on **New** to add a new record or **Modify** to alter the highlighted record.

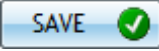


Select a **TPN Service Code**, by clicking on the following button. 

Enter the **From Zone** and **to Zone**

Tick the **Use Pallet** type tick boxes you **require**


If you tick **the Override Upto** tick boxes, **all pallets** will be **charged** the **amount** in the **Then Charge** box when the number of items **exceed** the **amount** in the **Upto Items** box.

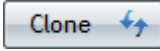
Click **Save**  to finish.

To replicate the charges from one zone to another, pick an existing rate and put a value in the To Zone box located at the bottom of this screen.

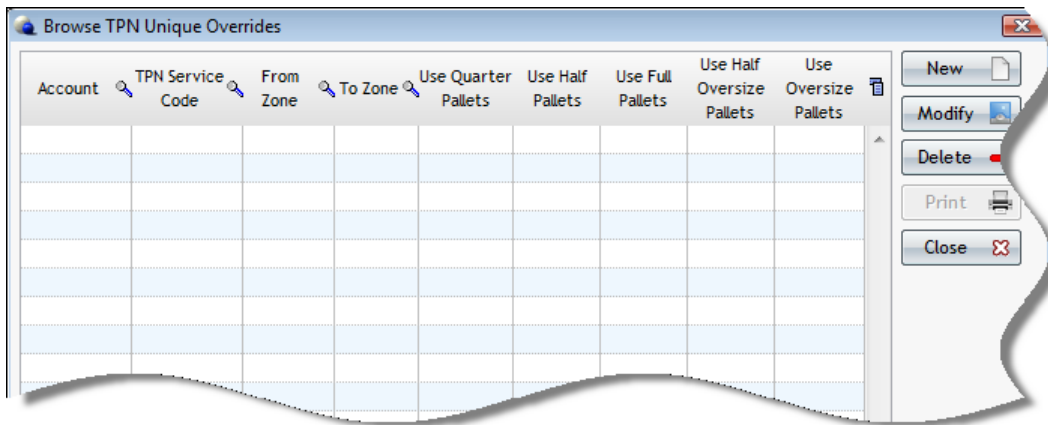
Click the button **Clone**  which is located next to the box.

To replicate the charges from one service to another, pick an existing rate and put a value in the Service box located at the bottom of this screen.

Select a **Service**, by clicking on the following button. 

Click the button **Clone**  which is located next to the box.

TPN Individual Override



Click on **New** to add a new record or **Modify** to alter the highlighted record.

The charges marked * are normally set to zero unless you wish to add this to the entire consignment

To replicate the charges from one zone to another pick an existing rate and put a value in this To Zone box then hit CLONE

To replicate the charges from one service to another pick an existing rate and put a value in this Service box then hit CLONE

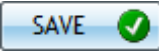
Select an **Account Ref**, click on the following button. 

Select a **TPN Service Code**, click on the following button. 

Enter the **From Zone** and **to Zone**

Tick the **Use Pallet** type tick boxes you **require**


If you tick **the Override Upto** tick boxes, **all pallets** will be **charged** the **amount** in the **Then Charge** box when the number of items **exceed** the **amount** in the **Upto Items** box.

Click **Save**  to finish.

To replicate the charges from one zone to another, pick an existing rate and put a value in the To Zone box located at the bottom of this screen.

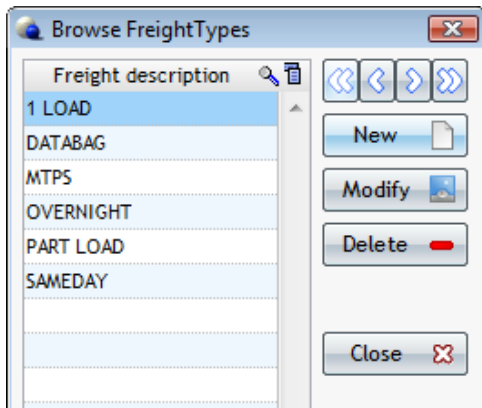
Click the button **Clone**  which is located next to the box.

To replicate the charges from one service to another, pick an existing rate and put a value in the Service box located at the bottom of this screen.

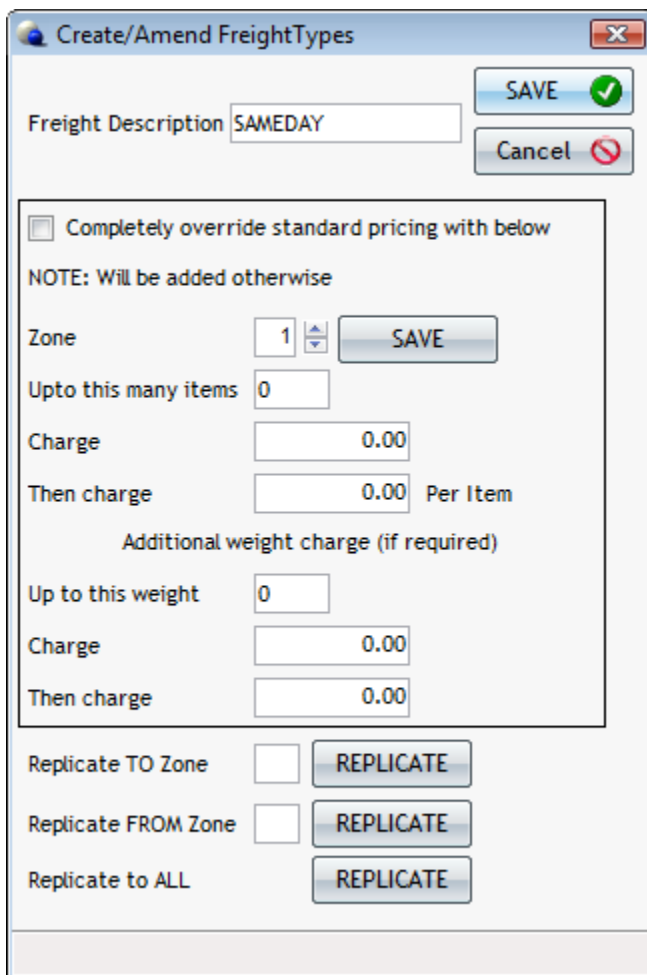
Select a **Service**, by clicking on the following button. 

Click the button **Clone**  which is located next to the box.

Freight Types



Click **New** to add a new record or **Modify** to alter the highlighted record



Freight Description:

Completely override standard pricing with below

NOTE: Will be added otherwise

Zone:

Upto this many items:

Charge:

Then charge: Per Item

Additional weight charge (if required)

Up to this weight:

Charge:

Then charge:

Replicate TO Zone:

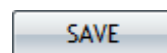
Replicate FROM Zone:


Replicate to ALL:

Enter the **Freight Description**

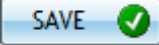
If Required, Tick the **Completely override standard pricing** tick box, if you wish to **override** the **charges** in the chosen **Zone(s)**.

Make sure after entering the charges for a **Zone**, you click the **Save** button next to the **Zone** box **before doing anything else**.



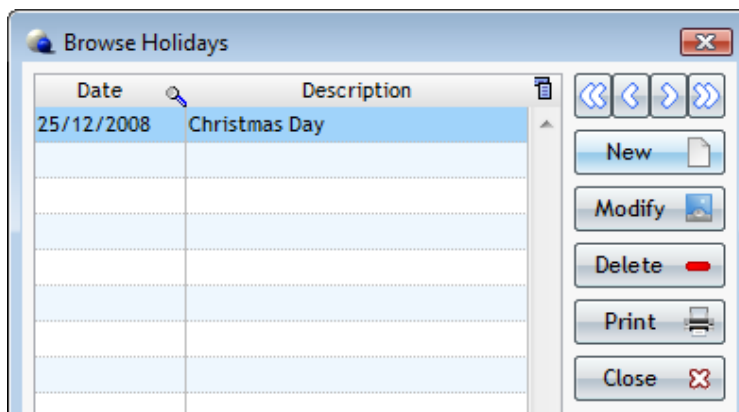
Use the **arrow**  buttons to navigate between **Zones**.

You can **replicate** the charges **to** and **from Zones** or **replicate to all Zones** by clicking on the **appropriate Replicate**  button.

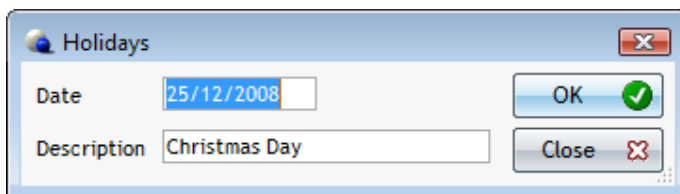
Click **Save**  to finish.

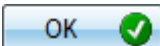
Holidays

Enter here holiday dates and you will be warned if a job is attempted on this day.



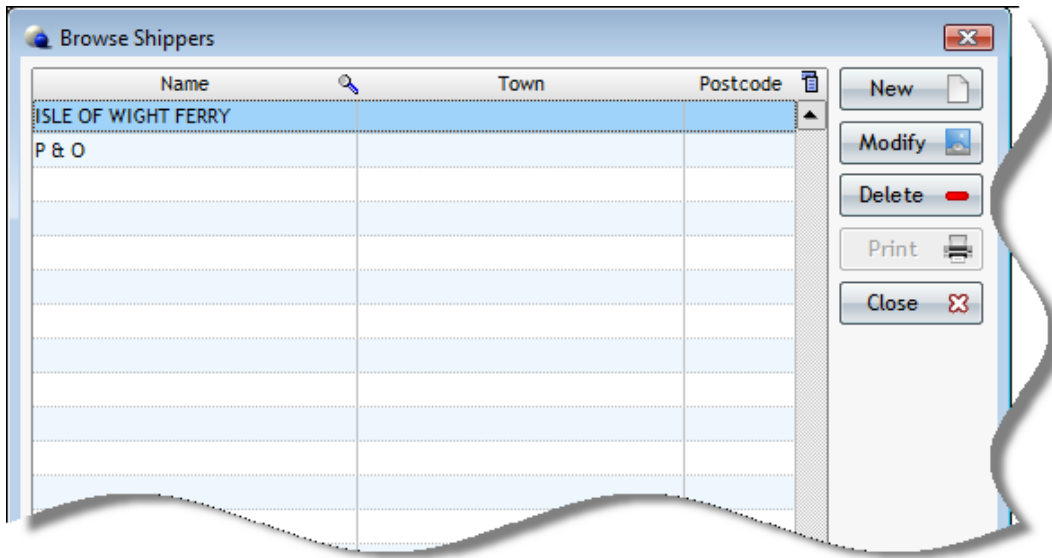
Click **New** to add a new record or **Modify** to alter the highlighted record



Click **OK**  to finish.

Shippers

Browse Shippers



Click **New** to add a new record or **Modify** to alter the highlighted record

Create/Amend Shipper

Name

Address 1

Address 2

Address 3

Address 4

Postcode

Phone

Fax

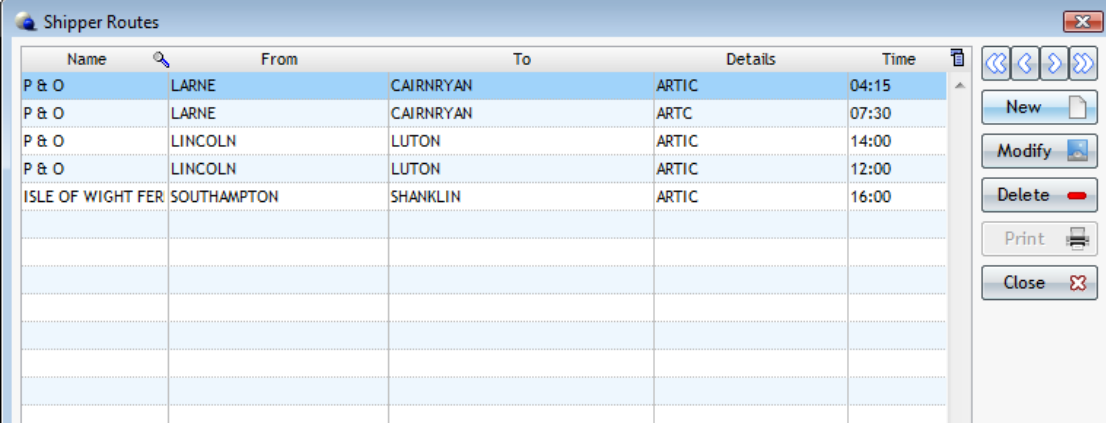
Email

Contact

Enter the **Name** and **Details** of the Shipper

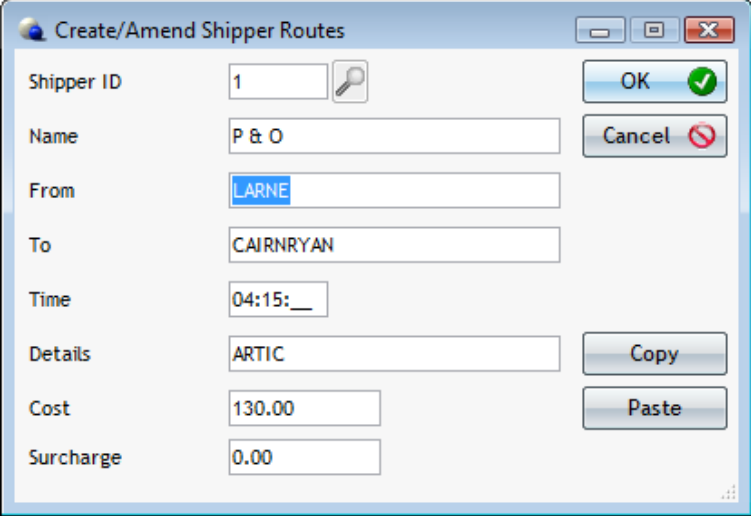
Click **Validate** to finish

Shipping Routes



Name	From	To	Details	Time
P & O	LARNE	CAIRNRYAN	ARTIC	04:15
P & O	LARNE	CAIRNRYAN	ARTIC	07:30
P & O	LINCOLN	LUTON	ARTIC	14:00
P & O	LINCOLN	LUTON	ARTIC	12:00
ISLE OF WIGHT FER	SOUTHAMPTON	SHANKLIN	ARTIC	16:00

Click **New** to add a new record or **Modify** to alter the highlighted record



Create/Amend Shipper Routes

Shipper ID: 1

Name: P & O

From: LARNE

To: CAIRNRYAN

Time: 04:15:__

Details: ARTIC

Cost: 130.00

Surcharge: 0.00

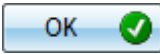
Buttons: OK, Cancel, Copy, Paste

Click  to select a **Shipper ID**


Enter **From** and **To** Locations

Enter the **Time** and **Details**

Enter the **Cost** and if **required** a **Surcharge**.

Click **OK**  to finish.

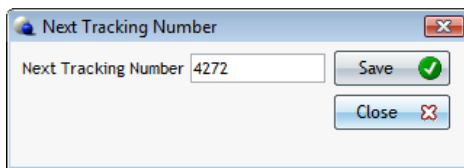
(Click **Copy**  to copy the **From/To/Time/Details**)

(Click **Paste**  to paste the **From/To/Time/Details**)

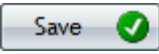
Booked Shippers

The last option is where you can browse all the booked shipping's.

Tracking Numbers

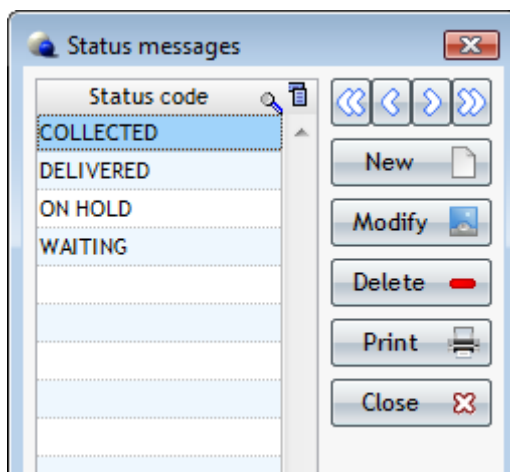


Enter the **Next Tracking Number**

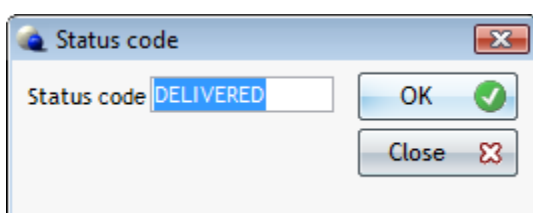
Click **Save**  to finish

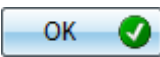
Status Codes

Status codes are used during track and trace of consignments. They indicate what happened to the freight at a particular time.



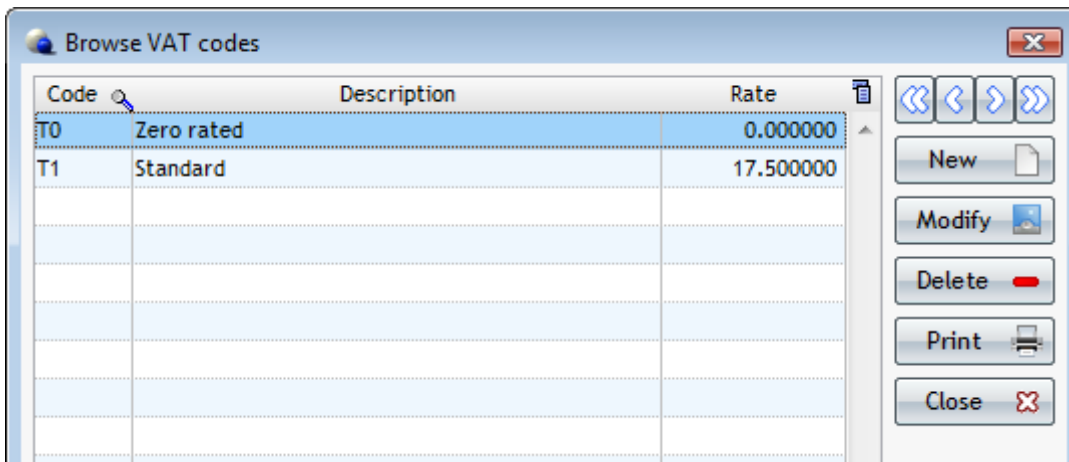
Click **New** to add a new record or **Modify** to alter the highlighted record



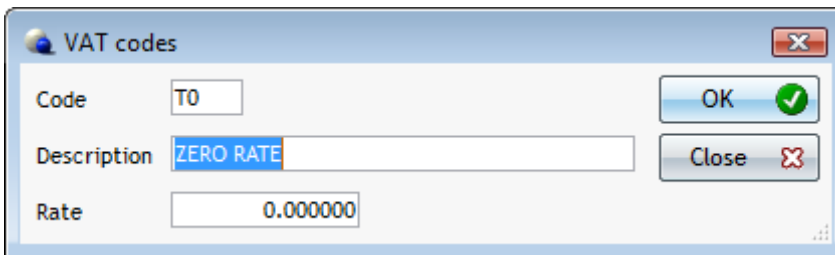
Click **OK**  to finish.

VAT Codes

Multiple VAT Codes can be used within the program. These should be setup here.



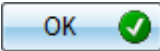
Click **New** to add a new record or **Modify** to alter the highlighted record



Enter a **Code**

Enter **Description** of VAT Code

Enter **Rate** of VAT Code

Click **OK**  to finish.

Default Prices

Browse

Here you can setup your **Pricing Zones**:

Change default pricing

Zone

Description
Base then charge per item up to items then per item

Description
Base then charge per item up to items then per item

Description
Base then charge per item up to items then per item

Description
Base then charge per item up to items then per item

Weight charge
Base then charge per kilo up to kilos then per kilo

You have access up to 100 pricing zones.

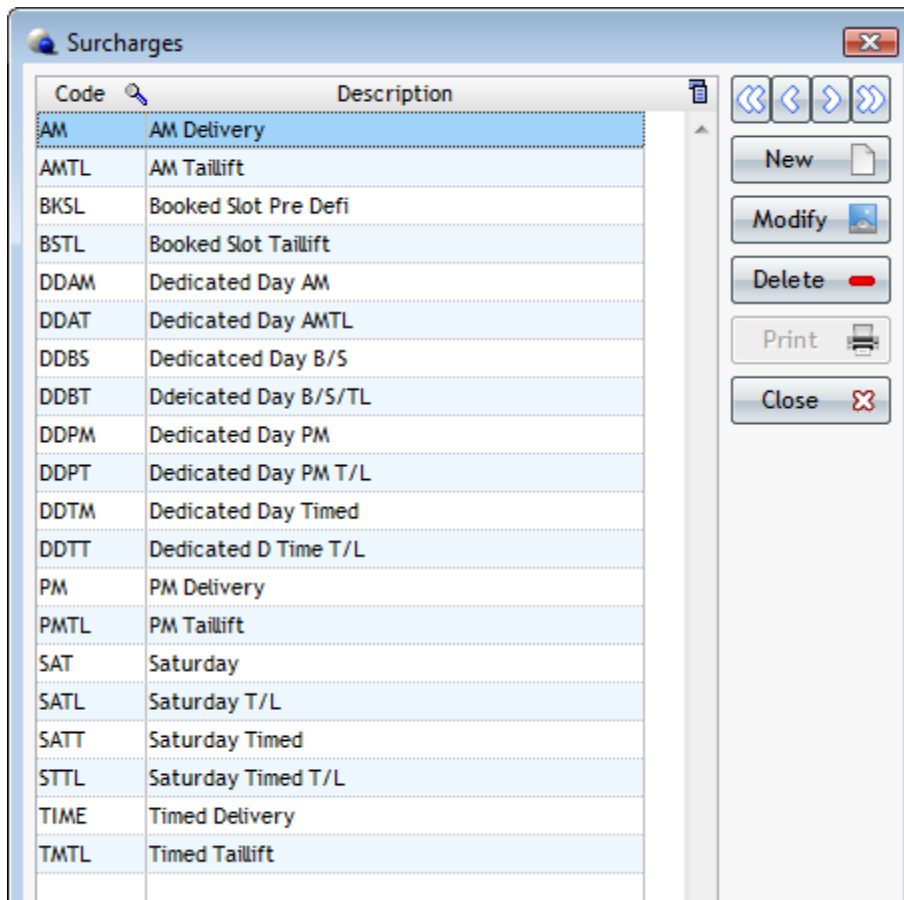
You may have already set up some **Zones** in **Global Parameters**, if so they will show on this screen.



Use this button to **change Zones**

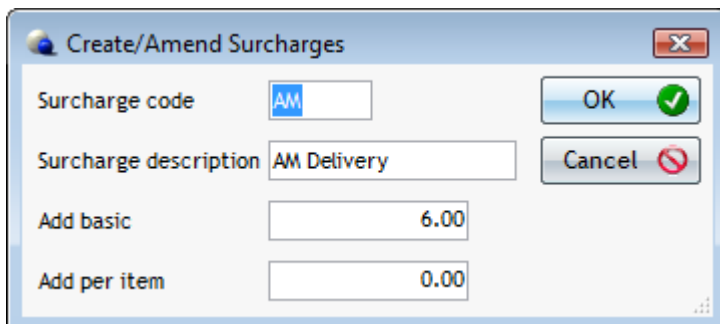
If you have made any changes to a Zone, Click the Save Button before changing to another Zone.

Surcharges



Code	Description
AM	AM Delivery
AMTL	AM Taillift
BKSL	Booked Slot Pre Defi
BSTL	Booked Slot Taillift
DDAM	Dedicated Day AM
DDAT	Dedicated Day AMTL
DDBS	Dedicated Day B/S
DDBT	Dedicated Day B/S/TL
DDPM	Dedicated Day PM
DDPT	Dedicated Day PM T/L
DDTM	Dedicated Day Timed
DDTT	Dedicated D Time T/L
PM	PM Delivery
PMTL	PM Taillift
SAT	Saturday
SATL	Saturday T/L
SATT	Saturday Timed
STTL	Saturday Timed T/L
TIME	Timed Delivery
TMTL	Timed Taillift

Click **New** to add a new record or **Modify** to alter the highlighted record



Create/Amend Surcharges

Surcharge code:

Surcharge description:

Add basic:

Add per item:

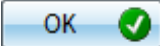
Buttons: OK, Cancel

Enter a **Surcharge Code**

Enter a **Surcharge Description**

Enter **Basic Cost**

Enter **Per Item Amount**, if required

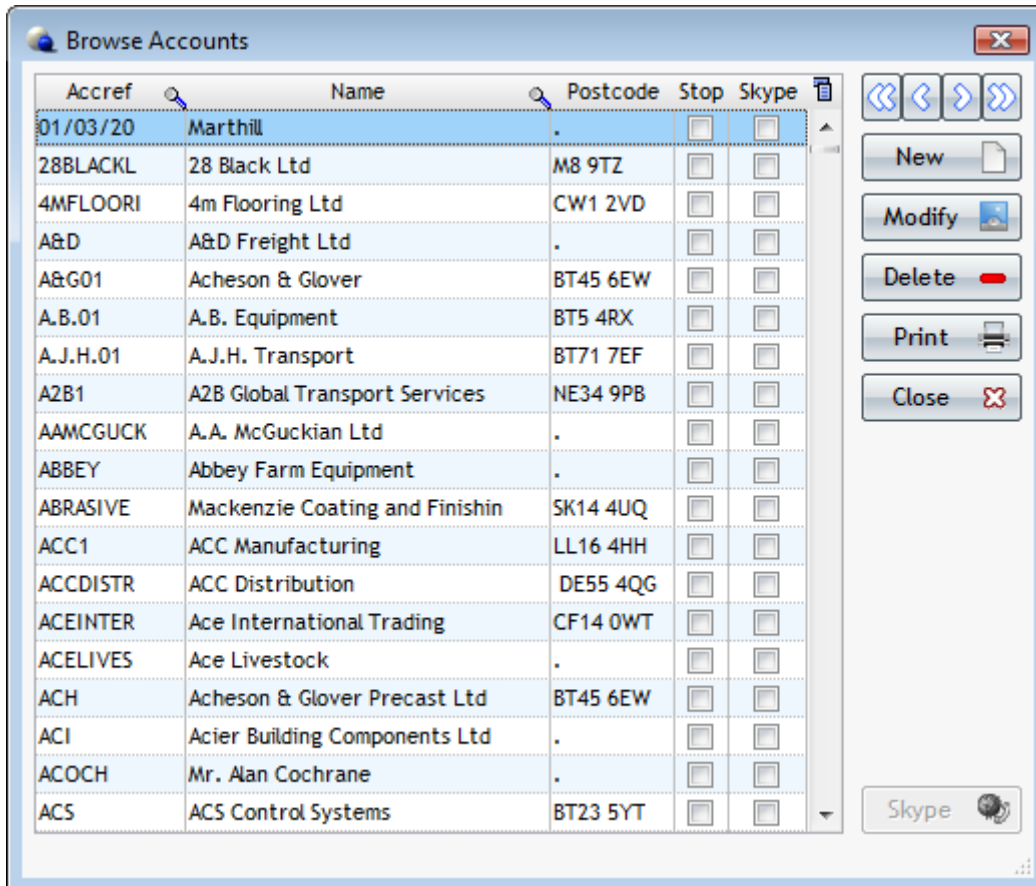
Click **OK**  to finish.

Accounts

Browse

Customer accounts are held within this section.

Accounts can be imported, go to page 190



Accref	Name	Postcode	Stop	Skype
01/03/20	Marthill	.	<input type="checkbox"/>	<input type="checkbox"/>
28BLACKL	28 Black Ltd	M8 9TZ	<input type="checkbox"/>	<input type="checkbox"/>
4MFLOORI	4m Flooring Ltd	CW1 2VD	<input type="checkbox"/>	<input type="checkbox"/>
A&D	A&D Freight Ltd	.	<input type="checkbox"/>	<input type="checkbox"/>
A&G01	Acheson & Glover	BT45 6EW	<input type="checkbox"/>	<input type="checkbox"/>
A.B.01	A.B. Equipment	BT5 4RX	<input type="checkbox"/>	<input type="checkbox"/>
A.J.H.01	A.J.H. Transport	BT71 7EF	<input type="checkbox"/>	<input type="checkbox"/>
A2B1	A2B Global Transport Services	NE34 9PB	<input type="checkbox"/>	<input type="checkbox"/>
AAMCGUCK	A.A. McGuckian Ltd	.	<input type="checkbox"/>	<input type="checkbox"/>
ABBEY	Abbey Farm Equipment	.	<input type="checkbox"/>	<input type="checkbox"/>
ABRASIVE	Mackenzie Coating and Finishin	SK14 4UQ	<input type="checkbox"/>	<input type="checkbox"/>
ACC1	ACC Manufacturing	LL16 4HH	<input type="checkbox"/>	<input type="checkbox"/>
ACCDISTR	ACC Distribution	DE55 4QG	<input type="checkbox"/>	<input type="checkbox"/>
ACEINTER	Ace International Trading	CF14 0WT	<input type="checkbox"/>	<input type="checkbox"/>
ACELIVES	Ace Livestock	.	<input type="checkbox"/>	<input type="checkbox"/>
ACH	Acheson & Glover Precast Ltd	BT45 6EW	<input type="checkbox"/>	<input type="checkbox"/>
ACI	Acier Building Components Ltd	.	<input type="checkbox"/>	<input type="checkbox"/>
ACOCH	Mr. Alan Cochrane	.	<input type="checkbox"/>	<input type="checkbox"/>
ACS	ACS Control Systems	BT23 5YT	<input type="checkbox"/>	<input type="checkbox"/>

Click **New** to add a new record or **Modify** to alter the highlighted record

The screenshot shows a software window titled 'Accounts' with a standard Windows-style title bar (minimize, maximize, close). Below the title bar are five tabs: 'General', 'Billing', 'Charges', 'Notes', and 'Custom'. The 'General' tab is selected. On the right side of the window, there are two buttons: 'Save' with a green checkmark icon and 'Close' with a red 'X' icon. The main area contains several input fields and checkboxes:

- Account Ref:** A&G01
- Account name:** Acheson & Glover
- Address 1:** 58 Ballyronan Road
- Address 2:** .
- Address 3:** Magherafelt
- CITY:** Co. Londonderry
- County:** (empty)
- Postcode:** BT45 6EW
- Country:** (empty)
- Phone:** 028 85568441
- Fax:** (empty)
- Out of hours:** (empty)
- Email:** (empty)
- Contact:** 0870 165 5511
- Skype name:** (empty)
- Usual collector:** (empty)

Additional features include:

- A 'Check' button with a globe icon next to the Postcode field.
- A 'PAF' button with a yellow figure icon next to the Postcode field.
- Three checkboxes on the right: 'Learn addresses', 'Skip on runsheet', and 'Own paperwork', all of which are currently unchecked.
- Two small icons (a magnifying glass and a yellow figure) are located below the 'Usual collector' field.

Enter the **Account Ref, Name and Contact Details**


Click  to select a **Usual Collector**, if required

Tick the relevant tick boxes if required:

Learn addresses – if selected, the program will learn addresses that are inputted under this account.

Skip on runsheet – the program will skip this account when creating a runsheet

Own Paperwork – Customer's Own Paperwork

If you see this button  next to a box, it is for **clearing** the specific box quickly.

Select the **Billing Tab**

Billing

Here you enter all the accounting details such as the billing address.

The screenshot shows the 'Accounts' window with the 'Billing' tab active. The 'Account Ref' is 'A&G01' and 'On stop' is unchecked. The 'Billing name' is 'Acheson & Glover'. The 'Billing address 1' is 'Ballyronan Road'. The 'Billing phone' is '0870 165 5512'. The 'Billing contact' is '0807 165 5512'. The 'Fuel surcharge %' is '0.00' and 'Credit limit' is '0.00'. There are checkboxes for 'No VAT on surcharges', 'Work in Secondary Currency', 'Display both Currencies', 'Do not invoice', and 'Invoice without POD'. A 'Replicate' button is visible on the right side of the form.

Click **Replicate**  to pull the same address details from the **General Tab**

Enter a **Nominal Code** - (Transactions are assigned codes, so that you can track areas of spending, for example 4000 is the Nominal Code for General Sales)

Click  to select a **VAT Code**

Enter the company's **VAT Number**

Enter the **Fuel Surcharge Percentage**, if required

If you do not charge **VAT** on **Surcharges**, Tick the **No VAT on surcharges** tick box.

Enter a **NAD account & EBO Sales Ref** if applicable

Credit Limit - The maximum amount a company will allow its customers to owe at any one time.

Tick the relevant tick boxes if required:

Work in Secondary Currency – the selected account will calculate pricing in the chosen secondary currency

Display both Currencies – the selected account will display both currencies on the invoice

Do not invoice – the selected account will be skipped when creating your invoices

Invoice without POD – the selected account will be invoiced for consignments with or without a POD.

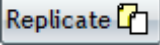
On Stop – this option makes the account inactive

No Export – Stops the account from exporting into the **SAP** File.

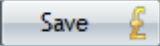
Select the **Charges Tab**

Enter here any price overrides specific to this customer.

Remember it must be done for each individual zone that this customer is likely to send to.

Click **Replicate**  to use the default tariff rates for the Zones.

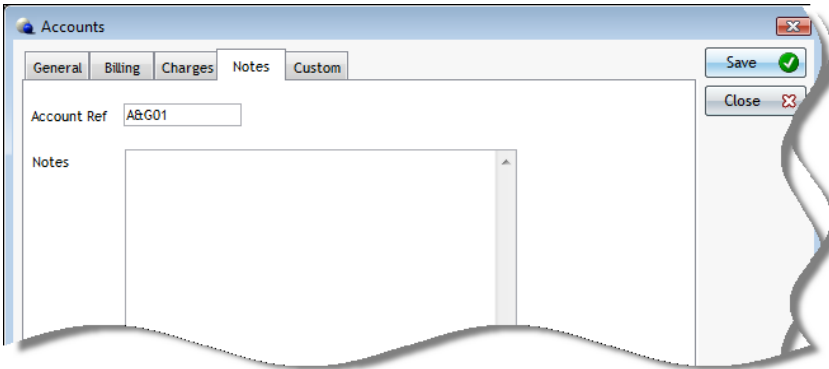
Enter any **changes** to the **individual zones**

Click **Save**  next to **Replicate** before leaving this page or all changes will be discarded.

Select the **Notes Tab**

Notes

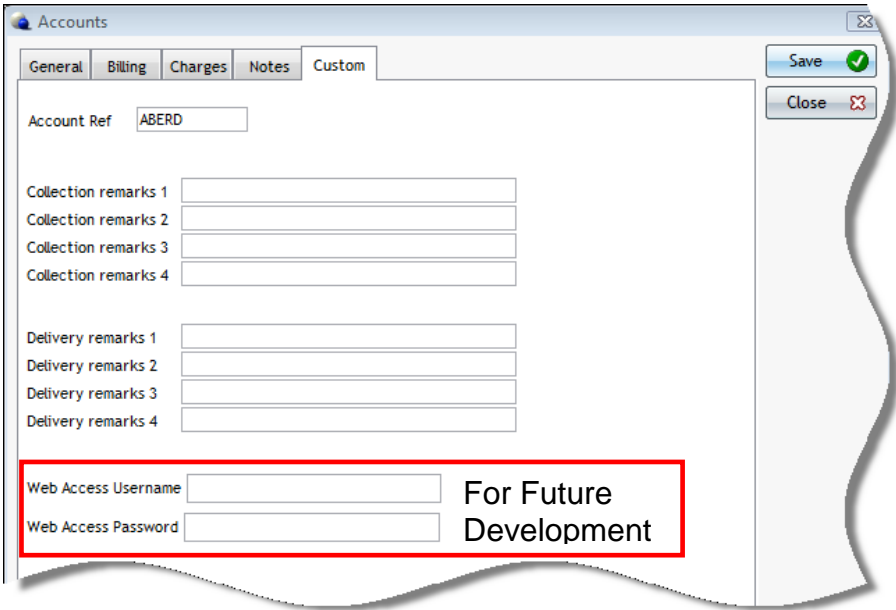
Enter any specific notes for this customer.



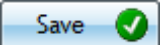
The screenshot shows the 'Accounts' window with the 'Notes' tab selected. The 'Account Ref' field contains 'A&G01'. The 'Notes' area is empty. The 'Save' and 'Close' buttons are visible on the right side.

Select the **Custom Tab**

Enter any remarks for this account, which are automatically used during consignment entry.



The screenshot shows the 'Accounts' window with the 'Custom' tab selected. The 'Account Ref' field contains 'ABERD'. There are four 'Collection remarks' and four 'Delivery remarks' fields. At the bottom, there are 'Web Access Username' and 'Web Access Password' fields, which are highlighted with a red box. To the right of these fields, the text 'For Future Development' is displayed. The 'Save' and 'Close' buttons are visible on the right side.

Click **Save**  to finish

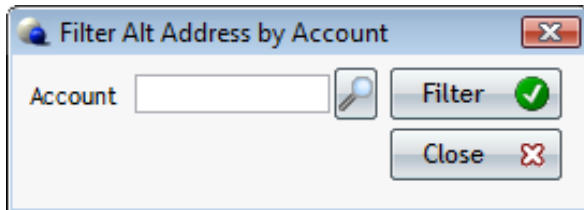
Alternative Addresses

Some customers may have regular deliveries to certain addresses. You can set these addresses up here so they can be called upon during consignment entry.

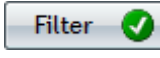
There are **two** options in this section:

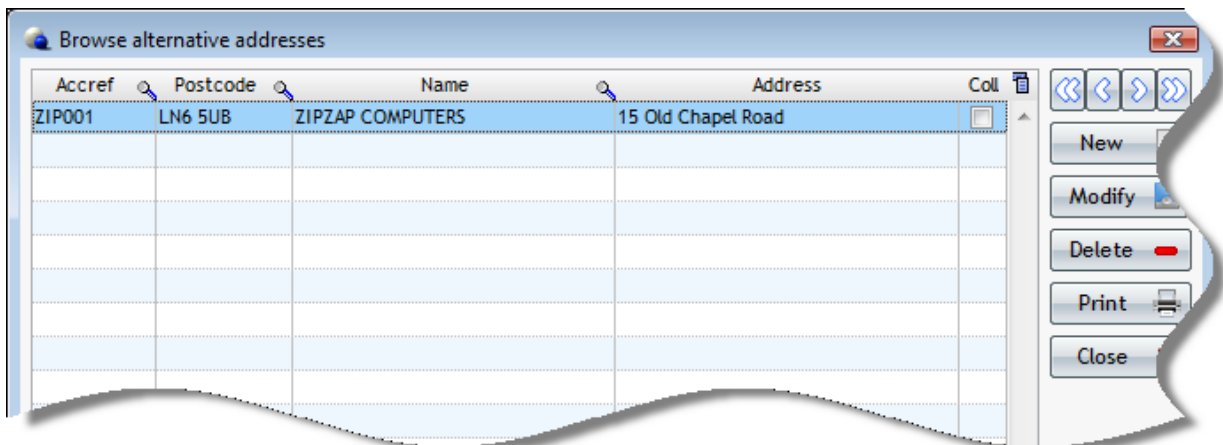
All – this option displays the **full** list of alternative addresses

Filtered – this options filters the browse list for the selected account



Click  to select an **Account**

Click the **Filter**  button



Click **New** to add a new record or **Modify** to alter the highlighted record

You must link this to an account by account ref.

Alternative address

Account Ref ZIP001

Name ZIPZAP COMPUTERS

Address 1 15 Old Chapel Road

Address 2 Skellingthorpe

Address 3

CITY LINCOLN

County

Postcode LN6 5UB

Country

Phone

Contact

Specific collection address

OK

Close

Click to select an **Account Ref** – This links the account to the **alternative address**

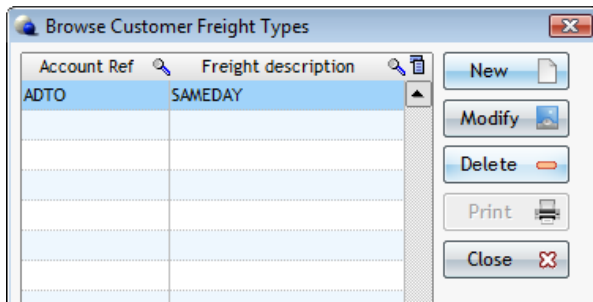
Enter the **Name** and **Contacts Details**

Tick **Specific Collection Address** if required


Click **OK** to finish.

Unique Freight Type Charges

Here you can assign **Freight Type Charges** to an **Account Ref.**



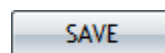
Click **New** to add a new record or **Modify** to alter the highlighted record


Click  to select an **Account Ref**

Click  to select a **Freight Description**

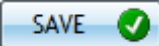
If Required, Tick the **Completely override standard pricing** tick box, if you wish to **override the charges** in the chosen **Zone(s)**.

Make sure after entering the charges for a **Zone**, you click the **Save** button next to the **Zone box** before doing anything else.



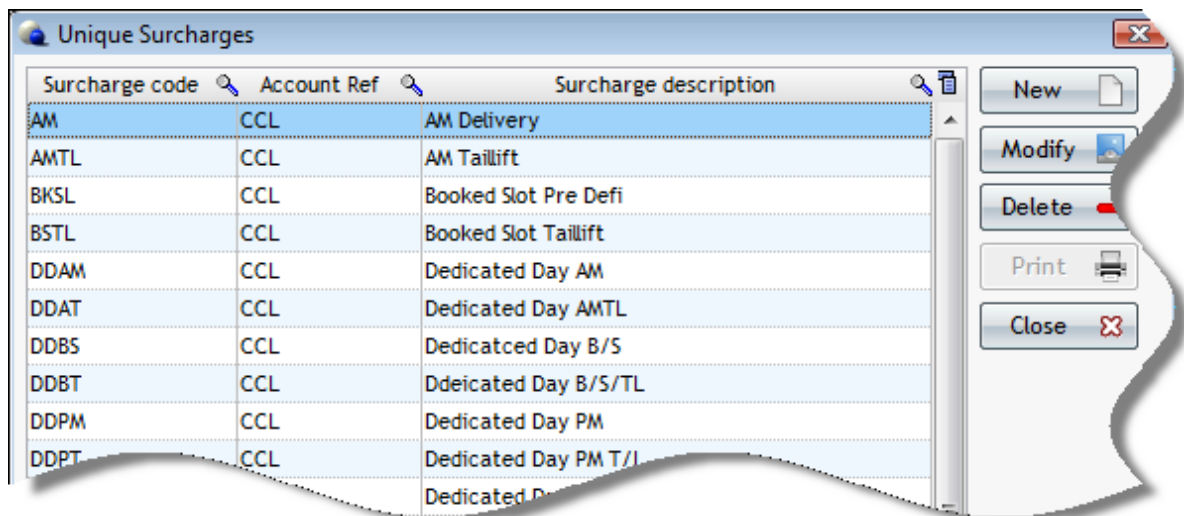
Use the **arrow**  buttons to navigate between **Zones**.

You can **replicate** the charges **to** and **from Zones** or **replicate to all Zones** by clicking on the **appropriate Replicate**  button.

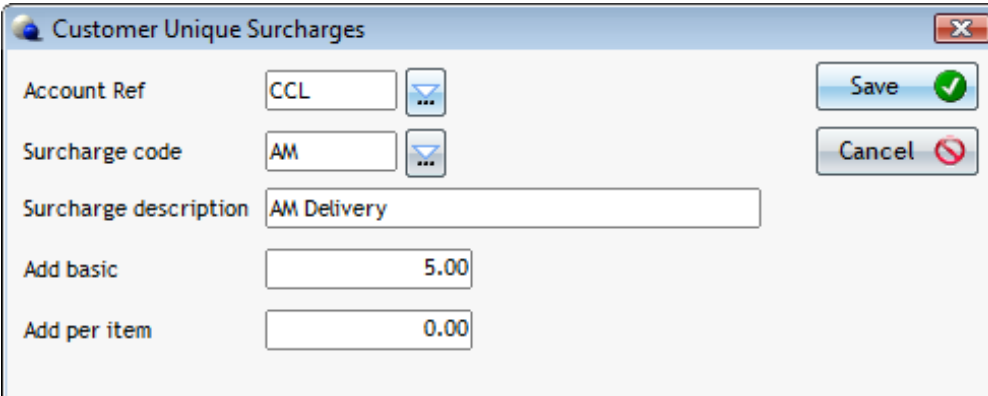
Click **Save**  to finish.

Unique Surcharges





This option is for allocating certain surcharges to one particular account.



Click on **New** to add a new record or **Modify** to alter the highlighted record.



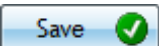
The screenshot shows a form titled "Customer Unique Surcharges" with the following fields and values:

Account Ref	CCL		Save 
Surcharge code	AM		Cancel 
Surcharge description	AM Delivery		
Add basic	5.00		
Add per item	0.00		

Select the **Account Ref** and **Surcharge Code** by using the following button. 

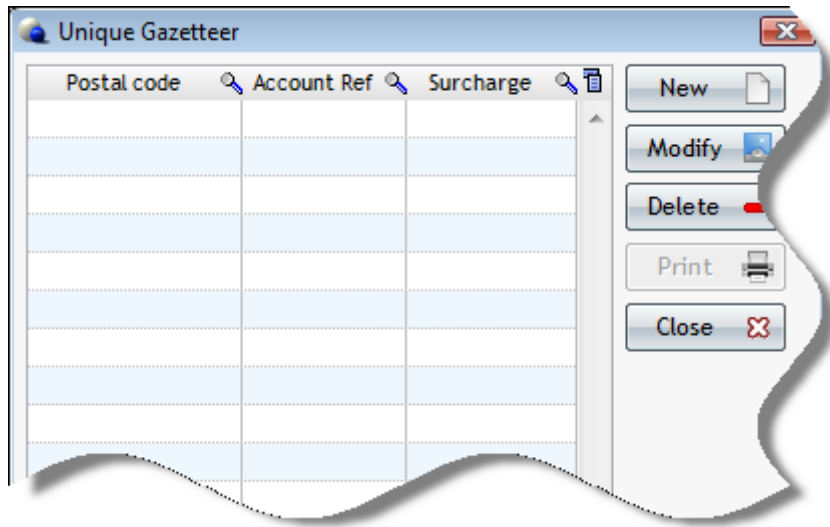
Enter **Basic Cost**

Enter **Per Item Amount**, if required

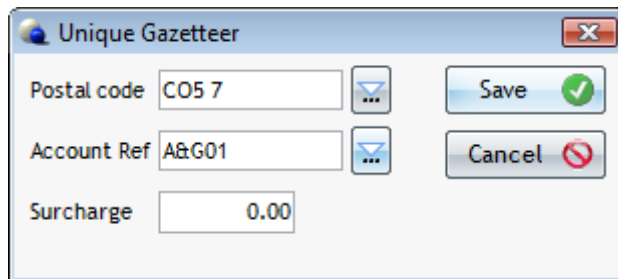
Click **Save**  to finish.

Unique Postcode Charges

This option is for allocating certain surcharges to one particular postcode.

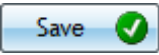


Click on **New** to add a new record or **Modify** to alter the highlighted record.

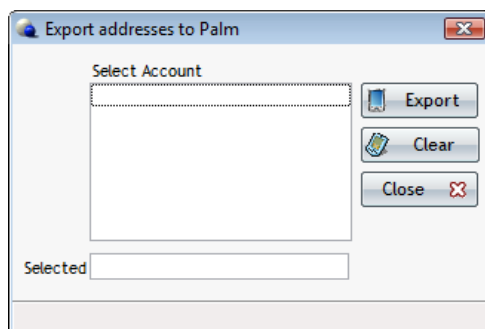


Select the **Postal Code** and the **Account Ref** by using the following button. 

Enter the **Surcharge** amount

Click **Save**  to finish.

Export to Palm



This option is for exporting the addresses to a palm handheld.

Global Parameters – Misc Tab

Once all the above sections are complete, go back to **Setup, Global Parameter**.

Select the **Misc Tab**

You will now be able to set some defaults to make consignment entry easier and quicker.

The screenshot shows the 'Parameters' window with the 'Misc' tab selected. The 'Adhoc Account' is set to 'A&D', 'Default collector' is 'FRED', and 'Default Vat code' is 'T1'. Red arrows point to the search icons for these fields. Other settings include 'Default fuel surcharge' (0.00), 'Default Nominal Code' (4000), 'Next invoice number' (31200), 'Invoice message', '2nd currency exch' (0.89206), 'Invoice Item descr' (plt), 'Primary currency symbol' (£), 'Secondary currency symbol' (€), 'Bespoke Invoice Type' (1), and several checkboxes for invoice options like 'Skip times on consignment entry', 'Use A4 Labels', 'Sage Style', etc.

If Applicable, Click  to select an **Adhoc Account, Default Collector and a Default VAT Code**

If required, enter a Default **Fuel Surcharge** and a **Default Nominal Code**

Enter the **Next Invoice Number**

If required, tick **Do Not Invoice Zero Cost Consignments** tick box

The **Invoice and Statement messages** appear on the bottom of the respective reports as required.

To Include the **Number of Items on Invoices**, tick the **Add items to invoice** tick box. This will add an extra column onto the Invoices as shown in the examples on the next pages.

To Print a **Custom Invoice**, do not tick the **Sage Style** tick box.

Example Custom Invoice below:

<p>NAME (NAME) SUBSIDIARY NAME ADDRESS CITY/TOWN</p>	<p>Invoice</p> <p>Page 1 of 1</p>																						
<p>Name & Street/Unit Extension/ Garage Contact Point Address Location City/Town</p>	<p>Invoice no: 31209</p> <p>Date : 28/04/2011</p> <p>BURN</p>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 10%;">Job</th> <th style="width: 15%;">Customers ref</th> <th style="width: 5%;">Vat</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Items</th> <th style="width: 10%;">Charge</th> </tr> </thead> <tbody> <tr> <td>13/04/2011</td> <td>7855</td> <td></td> <td>T1</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>26/04/2011</td> <td>8092</td> <td></td> <td>T1</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: right;">45.00</td> </tr> </tbody> </table>			Date	Job	Customers ref	Vat	Description	Items	Charge	13/04/2011	7855		T1		1	150.00	26/04/2011	8092		T1		1	45.00
Date	Job	Customers ref	Vat	Description	Items	Charge																	
13/04/2011	7855		T1		1	150.00																	
26/04/2011	8092		T1		1	45.00																	
VAT Registered	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Net :</td> <td style="text-align: right;">195.00</td> </tr> <tr> <td>VAT :</td> <td style="text-align: right;">39.00</td> </tr> <tr> <td>£ Gross :</td> <td style="text-align: right;">234.00</td> </tr> </table>		Net :	195.00	VAT :	39.00	£ Gross :	234.00															
Net :	195.00																						
VAT :	39.00																						
£ Gross :	234.00																						

If **Omit our address** is ticked, the address in the red box is not printed (Only the customer's address is printed). **(NOT CURRENTLY FUNCTIONAL)**

If **Sage Style** is ticked, then the invoice will look like the one **below**, instead of the one on the **previous page**.

<div style="border: 1px solid red; padding: 5px; width: fit-content;"> Name & Street Business Name Contact Person Address Telephone Fax </div>		<h2 style="margin: 0;">Invoice</h2>				
Number: 31209 Date: 28/04/2011 Account: BURN		Page 1 of 1				
Date	Our Ref	Description	Items	Your Ref	Vat	Net Price
13/04/11	7855	SWINELLANDPORT 1 PUT TYPEDOCKET 200000	1		T1	150.00
26/04/11	8092	SWINELLANDPORT 1 PUT TYPEDOCKET 200000	1		T1	45.00
						Net : 195.00 VAT : 39.00 £ Gross : 234.00
VAT Registered						

If **Omit our address** is ticked, the address in the red box is not printed (Only the customer's address is printed). **(NOT CURRENTLY FUNCTIONAL)**

If **Sage Pre Printed** and **Sage Style** are ticked, the Invoice will look the same as the **Sage Style** Invoice but there will be some missing parts as they will already be pre-printed on your **Sage Style** paper.

<p> Name & Street List Division Change Carline Road Winger Lambourn 16, 12 800 </p>		<p>Invoice</p>																								
<p> Mobile 0123456789 Business 0123456789 0123456789 0123456789 0123456789 </p>		<p>31209</p>	<p>28/04/2011</p>	<p>BURN</p>	<p>Page 1 of 1</p>																					
<table border="0"> <thead> <tr> <th>Date</th> <th>Our Ref</th> <th>Description</th> <th>Items</th> <th>Your Ref</th> <th>Vat</th> <th>Net Price</th> </tr> </thead> <tbody> <tr> <td>13/04/11</td> <td>7855</td> <td>SWINELL LAMPORT 1 PLT TYPLOCKET 200908</td> <td align="center">1</td> <td></td> <td align="right">T1</td> <td align="right">150.00</td> </tr> <tr> <td>26/04/11</td> <td>8092</td> <td>SWINELL PRESTON 1 PLT TYPLOCKET 200908</td> <td align="center">1</td> <td></td> <td align="right">T1</td> <td align="right">45.00</td> </tr> </tbody> </table>	Date	Our Ref	Description	Items	Your Ref	Vat	Net Price	13/04/11	7855	SWINELL LAMPORT 1 PLT TYPLOCKET 200908	1		T1	150.00	26/04/11	8092	SWINELL PRESTON 1 PLT TYPLOCKET 200908	1		T1	45.00					
Date	Our Ref	Description	Items	Your Ref	Vat	Net Price																				
13/04/11	7855	SWINELL LAMPORT 1 PLT TYPLOCKET 200908	1		T1	150.00																				
26/04/11	8092	SWINELL PRESTON 1 PLT TYPLOCKET 200908	1		T1	45.00																				
					<p>Net :</p>	<p>195.00</p>																				
					<p>VAT :</p>	<p>39.00</p>																				
					<p>£ Gross :</p>	<p>234.00</p>																				
<p>VAT Registered</p>																										

Enter the Alt Invoice Text value required:

0 = Standard

1 = With Freight types

Leave the Bespoke Invoice Type as the default, unless upon Request for Individual Customers with a Unique Invoice Type - Enter the Bespoke Invoice Type number in the box.

Tick the relevant tick boxes if required:

Skip times of consignment entry

Skip times of multi drop

Set Seek off (Switches off the postcode warning)

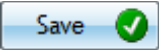
Alternative Loadsheet

Use A4 Labels

Alternative job screen

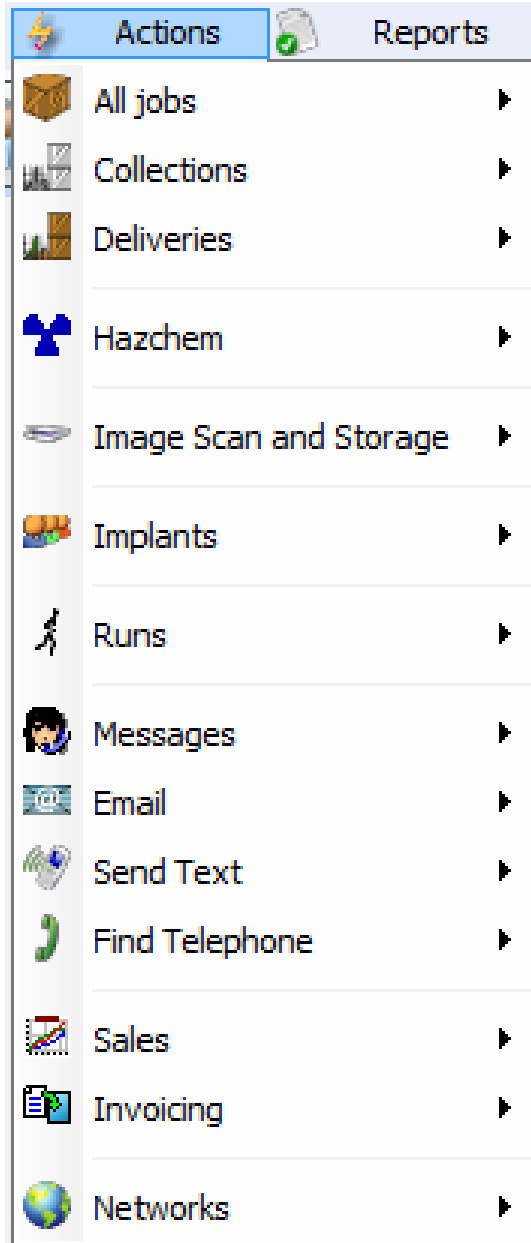
Surcharges per item

Allow Multiple Multi drops

Click **Save**  to finish.

Chapter Three – Actions Menu

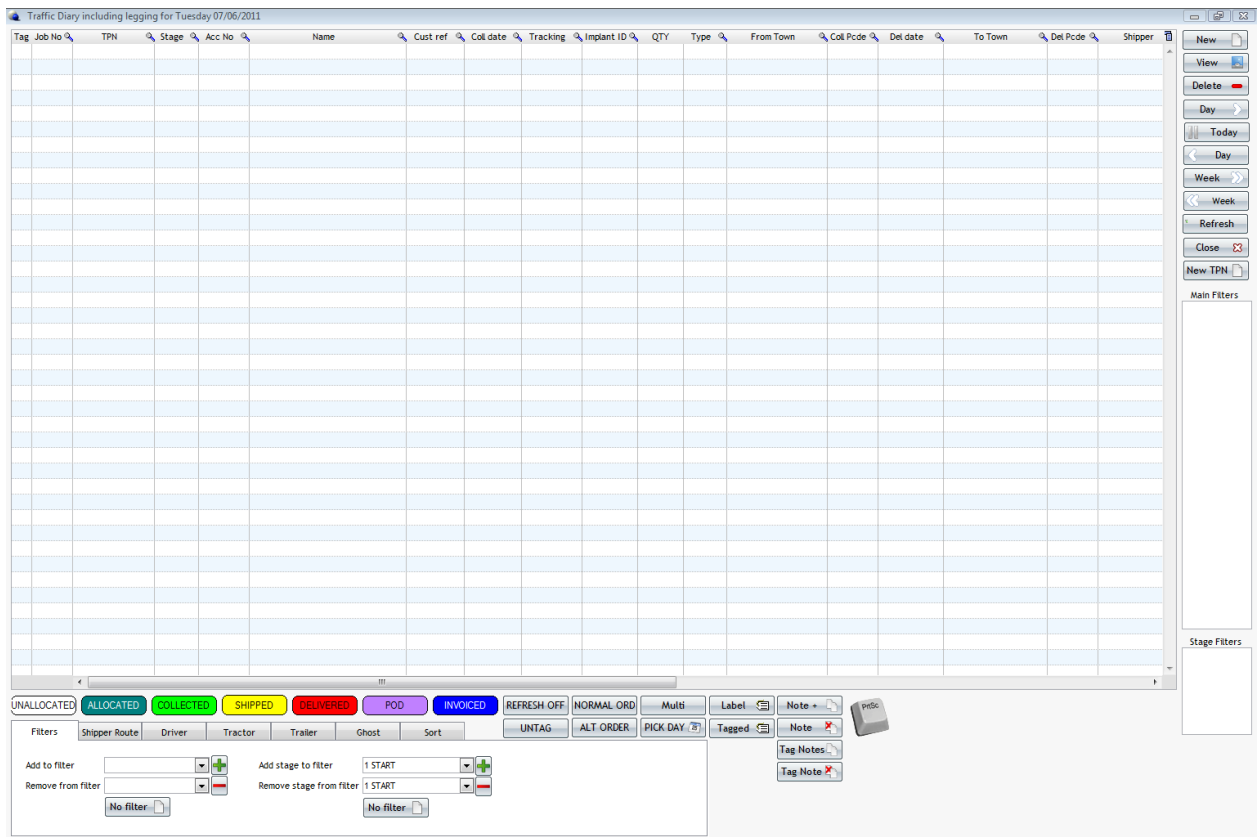
The Actions menu relates to tasks performed within the program.



The last option networks will be greyed out if you are not a TPN user.

All Jobs

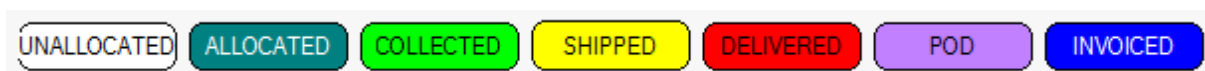
Traffic Diary



This option is for **viewing, filtering, amending all traffic.**

The **Columns** on the screen can be **moved** by clicking on the column title and dragged to where you want the column positioned.

The **Columns** can be resized, place your cursor on the column line, hold down left click and drag to the size you want.



This menu tells the user what stage the jobs are currently at. For example if a job has been Delivered, then the job will be highlighted Red.

Example Below:

Tag	Job No	TPN	Stage	Acc No	Name	Cust ref	Col date	Tracking	Implant ID	QTY	Type	From Town	Col Pcode	Del date	To Town	Del Pcode	Shipper
	8009	20029630	START	FEDER	T.M.D FRICTION LUK		26/04/2011	7272		6	MIXED	HARTLEPOOL	7524 09E		KILMARNOCK		KA1 5DD
	8056		END	COULT	HIGHLAND SPRING LTD	495592	22/04/2011	7295	371088	24	LOAD	BLACKFORD	914 10A	26/04/2011	MILTON KEYNES	MK10 0AA	
	8057	20029645	START	CCL	A V S WINES & BEERS LTD	1178435	26/04/2011	7294		1	MIXED	GRAVESEND	DA12 2PA	27/04/2011	BROUGHTON	ML12 6HQ	
	8058	20029646	START	FULTO	SPENCE TRANSPORT		26/04/2011	7295		1	MIXED	EGHAM	TW20 8RN	27/04/2011	CUMBERNAULD	ML12 6SD	

There are **seven tab menus** at the bottom of the screen:


Click **Filters Tab**

On this **tab** you can **add and remove filters and stages**.

Click  to select a **filter** to **add**

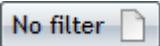
Click  to **add** the **filter**

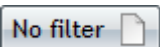
Use the same process to **add** a **stage**.

Click  to select a **filter** to **remove**

Click  to **remove** the **filter**

Use the same process to **remove** a **stage**.

Click No filter  to **remove** all **filters**

Click No filter  to **remove** all **stages**


The **Filters and Stages** allocated will **display** on the side of the traffic diary screen.

Click **Shipper Route Tab**

On this **tab** you can **allocate shipping routes to consignments**

Select the **consignments** by **ticking** the boxes in the **tag** column



Click  to select a **Shipper Route**








The details will display in the boxes like in the example.

Shipper	P & O
From	LINCOLN
To	LUTON
Details	ARTIC
Time	14:00

If required enter a **delivery date**

Click  to **allocate** the **Shipper Route**


Click **Driver Tab**

Filters	Shipper Route	Driver	Tractor	Trailer	Ghost	Sort	UNTAG	ALT ORDER	PICK DAY 
Driver	ALEC		Use 	Override Driver	<input type="text"/>		<input type="checkbox"/>	Include START	
Rate	0.00			Override Tractor	<input type="text"/>		<input type="checkbox"/>	Include END	
				Override Trailer	<input type="text"/>				

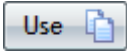
On this **tab** you can **allocate a driver** to a **consignment**

Select the **consignments** by **ticking** the boxes in the **tag** column

Tag
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Click  to select a **Driver**

Enter a **Rate**

Click  to **allocate** the **Driver**



Click **Tractor Tab**

Filters	Shipper Route	Driver	Tractor	Trailer	Ghost	Sort
Tractor <input type="text" value="BN06 NXR"/> <input type="button" value="▼"/> <input type="button" value="📄"/>						

On this **tab** you can **allocate a Tractor** to a **consignment**

Select the **consignments** by **ticking** the boxes in the **tag** column

Click to select a **Tractor**

Click to **allocate** the **Tractor**



Click **Trailer Tab**

Filters	Shipper Route	Driver	Tractor	Trailer	Ghost	Sort
Trailer <input type="text" value="WRM"/> <input type="button" value="▼"/> <input type="button" value="📄"/>						

On this **tab** you can **allocate a Trailer** to a **consignment**

Select the **consignments** by **ticking** the boxes in the **tag** column

Click to select a **Trailer**

Click to **allocate** the **Trailer**



Click **Ghost Tab**

Filters	Shipper Route	Driver	Tractor	Trailer	Ghost	Sort
<p>Ghost mode</p> <p><input checked="" type="radio"/> OFF <input type="radio"/> ON</p> <p>Click ON Ghost Mode then onto the Job Number, Drop or Account concerned</p>						

Click **Sort Tab**

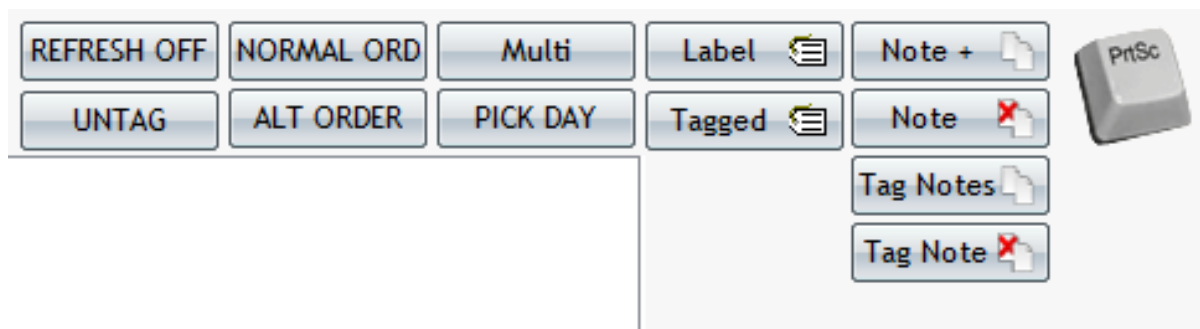
The image shows a horizontal tabbed interface with the following tabs: Filters, Shipper Route, Driver, Tractor, Trailer, Ghost, and Sort. The 'Sort' tab is active. Below the tabs, there is a 'Sort Sequence' section with two radio button options: 'Standard' (which is selected) and 'Status'.

On this **tab** choose what order you want the consignments to be in.

Select **Standard** for the default order

Select **Status** to sort consignments in the order of the status colour coded chart.

The **menu** located **next** to the colour coded chart can do the following:



Click **Refresh On/Off** to turn the **Auto** refresh screen on/off

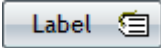
Click  to **un-tick** all **consignments** ticked in the **tag** column


Click  to sort consignments by **Job Number**

Click  to sort consignments by **Collection Date**

Click  to bring up the **multi drop screen** for easy entry of more drops for the selected consignment.

Click  to select a **date** you wish to view consignments on

Click  to **print** a label for the highlighted consignment

Click  to **print** labels for consignments tagged in the tag column

Click  to **print a consignment note with drops** for the highlighted consignment

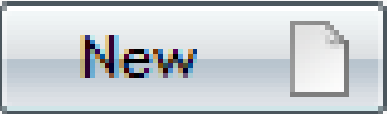
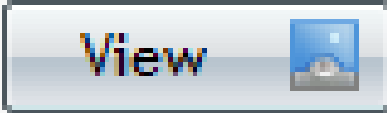

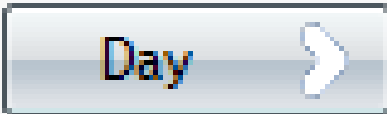


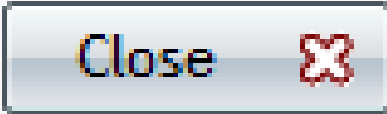
Click  to **print a consignment note or a drop** for the highlighted consignment



Click  to **print consignment notes with drops** for consignments tagged in the **tag** column

Click  to **print consignment notes or drops** for consignments tagged in the **tag** column

Click  to take a **screenshot** of the **traffic diary** screen.

The **menu** located **top right** of the traffic diary screen can do the following:

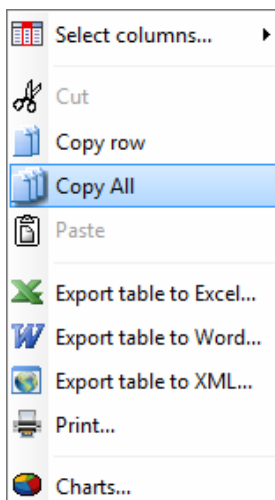
	Click New to create a new consignment
	Click View to alter the highlighted consignment
	Click Delete to delete the highlighted consignment
	Click Day > to search forward through consignments by Day
	Click Today to view today's consignments
	Click Day < to search backward through consignments by Day
	Click Week >> to search forward through consignments by Week
	Click Week << to search backward through consignments by Week
	Click Refresh to manually refresh to traffic diary screen
	Click Close to close the traffic dairy screen
	Click New TPN to create a new TPN consignment

Columns with this symbol  next to them are searchable. Click  and enter the data you want to search for, example below:

Tag	TPN	Stage	Acc No
501	20022422	END	CCL
502	20022423	END	CCL
503	20022424	END	FEDER
504	20022425	END	PFP



Click on the top of the scroll bar and you will get the following menu




Here you can **export** the table of consignments to a **excel, word or a XML file**

You can **select columns** you want **visible** or **invisible**.


Enter New Consignment

The screenshot shows the 'Add Job' window with the 'Details' tab selected. The window is divided into several sections:

- Account Information:** Includes 'Account Ref' (with a search icon), 'Cust Ref', 'No: 0', and 'Replica'.
- Dates and Times:** 'Collected date' is set to 'Mon 19/07/2010' with 'Today' and navigation buttons. 'Delivery date' is set to 'Tue 20/07/2010' with 'Today' and navigation buttons. 'Collection time' is '11:30' with a 'Now' button. 'Delivery time' is '11:30' with a 'Now' button.
- Addresses:** Two columns of address fields: 'Collect from' (Address 1, 2, 3, Town, Postcode/Zip) and 'End delivery to' (Address 1, 2, 3, Town, Postcode/Zip). Both have search and PAF icons.
- Country and Contact:** 'Country' is 'UNITED KINGDOM'. Fields for 'Collection phone', 'Collection contact', 'Delivery phone', and 'Delivery contact' are present.
- Remarks:** Four text boxes for 'Remarks 1' through 'Remarks 4' and 'Delivery remarks 1' through 'Delivery remarks 4'.
- Driver and Vehicle:** Fields for 'Driver', 'Tractor unit', and 'Trailer'. A 'Collected' checkbox is next to the driver field.
- Charges:** 'Collection charge' is '0.00' with 'No reprice' and 'Direct' checkboxes. 'Delivery charge' is '0.00' with a 'No reprice' checkbox.
- Weight and Filter:** 'pallet' is '0', 'Weight' is '0'. 'Filter Code' and 'Surcharge' fields are also present.
- Signature and POD:** 'Remarks on POD', 'Date signed', and 'Signed by' fields.
- Right Panel:** Contains 'Save' buttons (with icons), a 'Close' button, 'Time now 11:30', a 'SEEK ON' button, a 'PrtSc' button, and 'Status' options: 'Not invoiced' (selected) and 'Invoiced'.

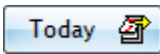
Click  to select an **Account Ref**

Account Ref

Click  to view the **account's notes**

Enter the **Customers Ref**

Enter the **Collected Date** or use the following buttons:

Click  to enter **today's date**

Click  to **add a day**

Enter the **Collection time** or use the following button

Click  to enter the **current time**

Follow the **same process** to **set the Delivery** date and time

Enter the **Collect from** details or use the following buttons

Click  to **search** for an **address relating to the name**

Click  to **search** for a **customer account by name**

Click  to **search** for an **address related to this account**

Click  to do a **basic check** on **UK postcode**

Click  to **check UK postcode** using **Postcode Anywhere**

Follow the **same process** for the **End delivery** to details.


Click  to **swap** the **Collection** and **Delivery** details

Click  to **learn Collection or Delivery** details

If required enter **Collection** and **Delivery Remarks**

Click  to select a **Collection Driver**

Click  to **advise collector**


If required, click  to select a **Tractor Unit**

If required, click  to select a **Trailer**

If required, enter a **Collection charge**

If required, tick the **No reprice** tick box

If required, tick the **Direct** tick box to replicate Driver/Tractor/Trailer details.

Click  to select a **Delivery Driver**

Click  to **advise Deliverer**

If required, click  to select a **Final Unit**

If required, click  to select a **Final Trailer**

If required, enter a **Delivery charge**

If required, tick the **No reprice** tick box

Click  to **recalculate delivery charges**


Omit from runsheet, enter Y to skip on runsheet or **N to keep** on runsheet

Enter the **item details**

Enter the **Weight**

If required, click  to select a **Filter Code**

If required, click  to select a **Surcharge**

If required, click  to select a **Freight Type**


If this **consignment** has been **collected**

Tick the **Collected** tick box next to **driver**


If this **consignment** has been **delivered**

Tick the **Delv** tick box next to **Delivering**

Enter the **POD** details if known

Click  to set date signed **today**

Click  to set time to **current time**

Click  to show **POD history**

If you wish to **change** a **consignment's account ref** after **saving**, **provided** the **consignment has not been invoiced**

Tick next to **Account Ref** to **override** the account.

You can **set via points** if the goods are being **delivered in stages** by different agents

Click **Via 1/2/3/4/5** tabs

Note: Legging is used where a shipment is moved from one vehicle or trailer to another during the journey.

Information regarding the start and end points and the delivery agent can be set for **each via point**. You can also collect **POD** information for each **stage**.

Modify job 86

Details Via 1 Via 2 Via 3 Via 4 Via 5 Multidrop Drops POD Financials

Leg 1 active

Starts at

Ends at Final

Shipping By

Booking ID

Driver WULLIE

Tractor unit SF05 BKK

Trailer

Leg 1 date 18/01/2010

Leg 1 time

Cost 1 0.00

Ship surch 1 0.00

Filtercode

Leg 1 notified

Leg 1 collected

Leg 1 complete

Note: Legging is used where a shipment is moved from one vehicle or trailer to another during the journey

Remarks on POD

Date signed 19/01/2010 Time 16:30

Signed by j davidson

Save

Save

Close

Time now 11:34

SEEK ON

PrintSc

Status

Not invoiced

Invoiced

Tick the **Leg active** tick box

Enter the Start at town or click to copy from start town

Enter the Ends at town

Click to select the **following options if applicable**

Shipping By (Shipper)

Booking ID

Driver


Tractor Unit

Trailer

Filter code

Enter **Leg date** or use the following buttons

Click to set the **Collection Date**

Click  to set the **Delivery Date**

Click  to **add a day to Delivery Date**

If this is the **final** Leg, click the following tick box **Final**

Click **Notify** when complete

Follow the **same process** for the other **Via points if applicable**


If this **Leg** has been **collected**

Tick the **Leg Collected** tick box

If this **Leg** is **Complete**

Tick the **Leg Complete** tick box

Can alter **Final POD** details if known

Click  to set date signed **today**

Click  to set time to **current time**

Click  to show **POD history**

Click **Multidrop** tab

Note: Multidrop is used where a single shipment remains on the **same vehicle** to **different** drop off points in a single journey.

The screenshot shows the 'Add Job' window with the 'Multidrop' tab selected. The interface is highlighted in yellow. A 'REMEMBER' box on the right contains the following text: 'Save your drop changes using the SAVE button on this tab. <-- Then click on the SAVE button on the right to save the consignment.' The 'Drop order' field shows '0' and an 'Add drop +' button. The 'Delivery date' is set to '19/07/2010'. The 'Status' section on the right shows 'Not invoiced' selected. A 'PrSc' icon is visible on the right side.

Click **Add drop**  to add a drop to the consignment

Enter **Starting from** or use the following buttons

Click  to select **previous drop**


Click  to set to **Collection town**

Click  to select **Delivery Name/Address**

Click  to check UK Postcode with Postcode Anywhere

Enter **Delivery date** or use the following buttons

Click  to set the **Collection Date**

Click  to set the **Delivery Date**

Click  to **add a day to Delivery Date**

Enter the **Delivery Time** or use the following button


Click  to set time to **Current Time**

Click  to select the **following options if applicable**

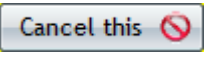
Type (Freight Type)
Shipping Booking ID
Driver
Tractor
Trailer
Filter code

Enter the **rest** of the details **if applicable**

Items
Shipper
Cost
Surcharge

Click **Save Drop**  to save the drop details that have been entered


Or


Click **Cancel this**  to cancel this drop


If this is the final drop, click **is final drop**  to use destination details as final destination


To move between drops use the buttons at the top next to Drop order

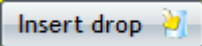


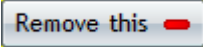
Click  to go to the first drop

Click  to go back one drop

Click  to go forward one drop

Click  to go to the last drop

To **insert** a new drop in between drops, click **Insert Drop**  to insert **after current drop**

To **remove** a drop, click **Remove this**  to remove the drop **currently selected**.


If this **consignment** has been **collected**

Tick the **Collected** tick box next to **driver**

If this **consignment** has been **delivered**

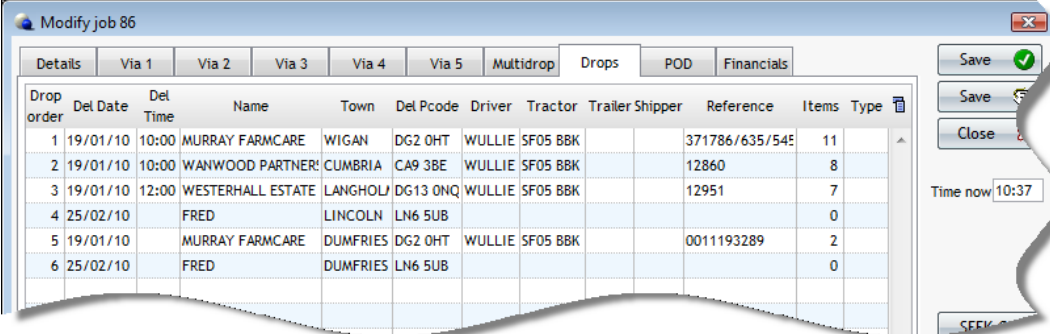
Tick the **Delv** tick box next to **Delivering**

Enter the **POD** details if known

Click  to set date signed **today**

Click  to set time to **current time**

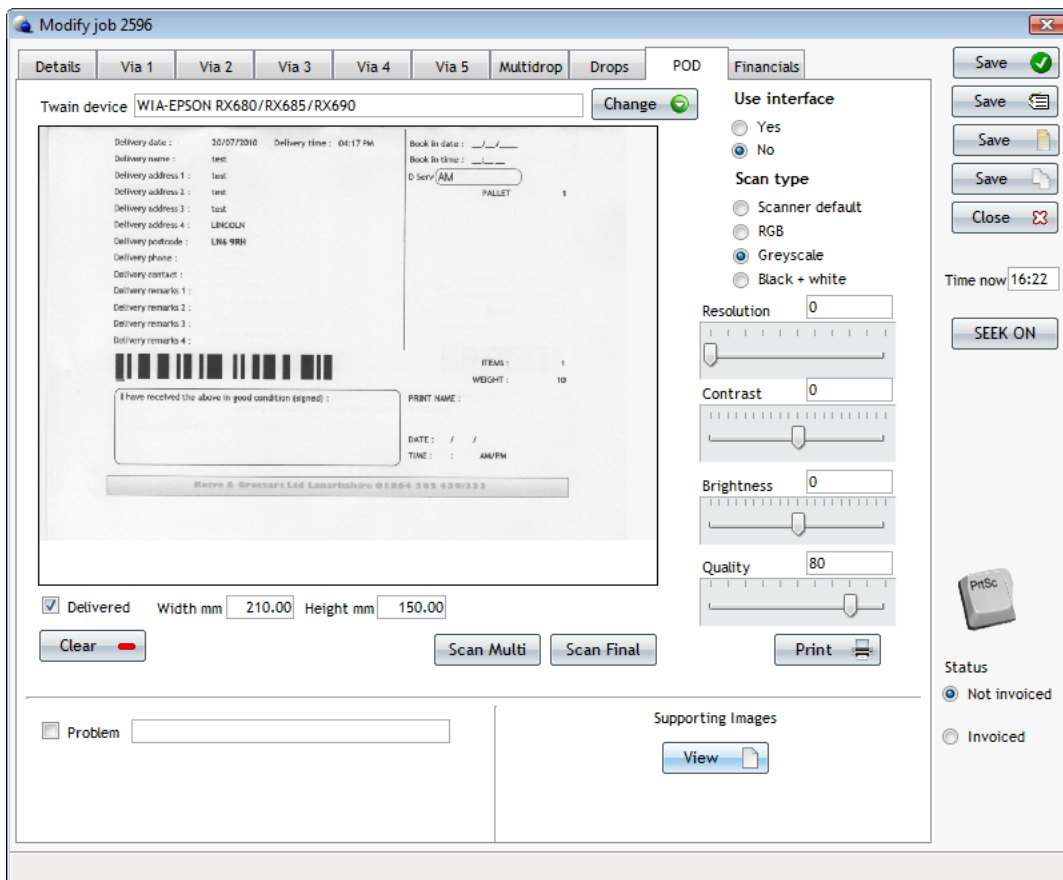
To **see all** the drops that have been entered, click on the **tab** called **Drops** next to the **Multidrop** tab.



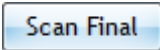
Drop order	Del Date	Del Time	Name	Town	Del Pcode	Driver	Tractor	Trailer	Shipper	Reference	Items	Type
1	19/01/10	10:00	MURRAY FARMCARE	WIGAN	DG2 0HT	WULLIE	SF05 BBK			371786/635/54E	11	
2	19/01/10	10:00	WANWOOD PARTNER	CUMBRIA	CA9 3BE	WULLIE	SF05 BBK			12860	8	
3	19/01/10	12:00	WESTERHALL ESTATE	LANGHOL	DG13 0NQ	WULLIE	SF05 BBK			12951	7	
4	25/02/10		FRED	LINCOLN	LN6 5UB						0	
5	19/01/10		MURRAY FARMCARE	DUMFRIES	DG2 0HT	WULLIE	SF05 BBK			0011193289	2	
6	25/02/10		FRED	DUMFRIES	LN6 5UB						0	

Click **POD** tab

On this tab you can **scan a POD(s)** for this consignment

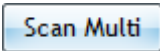


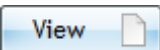
The POD settings should have already been set up in Global and Local parameters. If the settings are not correct, enter and select your preferred settings.

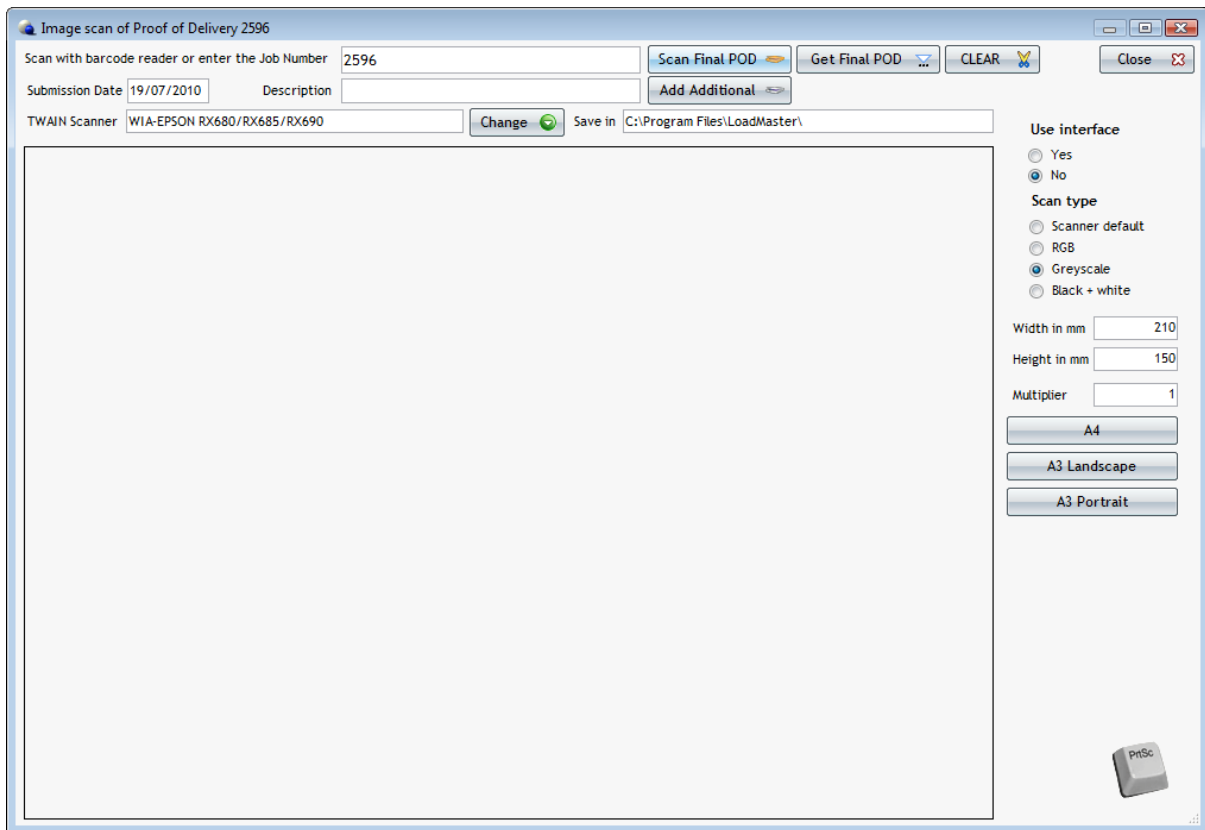
Click  if you only have one POD scan

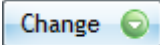
Click  to print POD

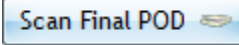
Click  to clear POD image

Click  if you have more than one POD to scan, this is explained on **pages 80-81**.

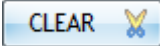
Click **View**  to view additional images scanned, this is explain on **pages 82-84**.



Click  to change the scanner to a different one.

Click  to scan the final POD image which will display in the main POD screen.

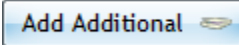
Click  to display final POD image in Scan Multi Screen

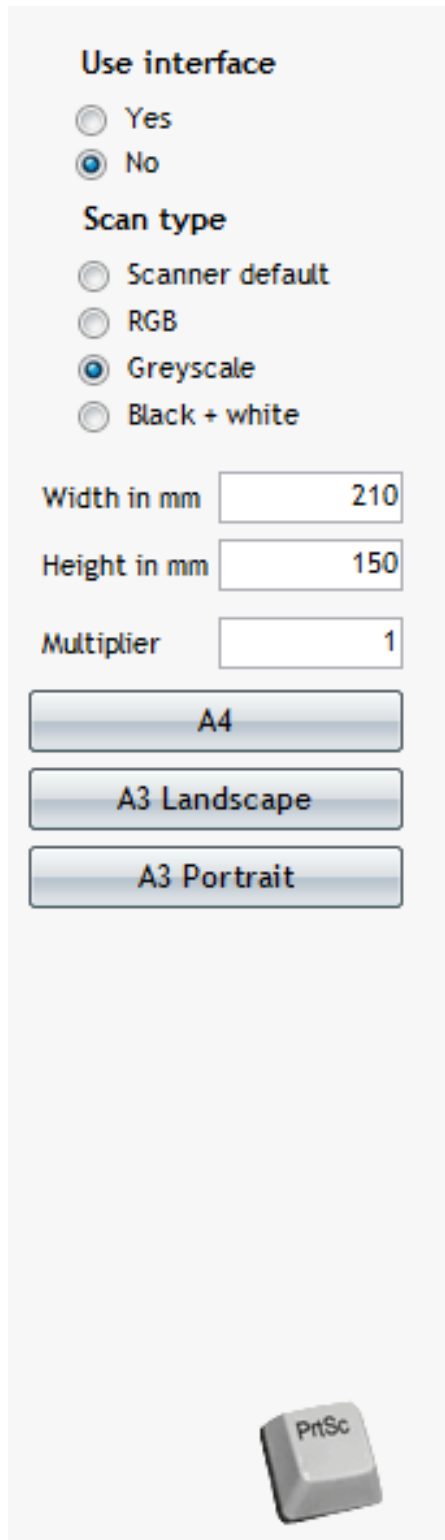
Click  to clear the POD image on the screen

To add an additional POD image or a general image, follow this process:

Enter a submission date or leave as default (default is Today's date)

Enter a description of the image

Click  to scan the image, to find out how to view these images go to **page 82-84**



The scanner's settings will have already been set up in the Parameters, but can be changed here if required.

Multiplier is for changing the scale of the image on screen:

Scale 1 – Original Size

Scale 2 – Fit to Screen

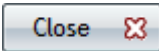
Click A4 to scan the image in paper size A4 portrait


Click A4 Landscape to scan the image in paper size A4 Landscape

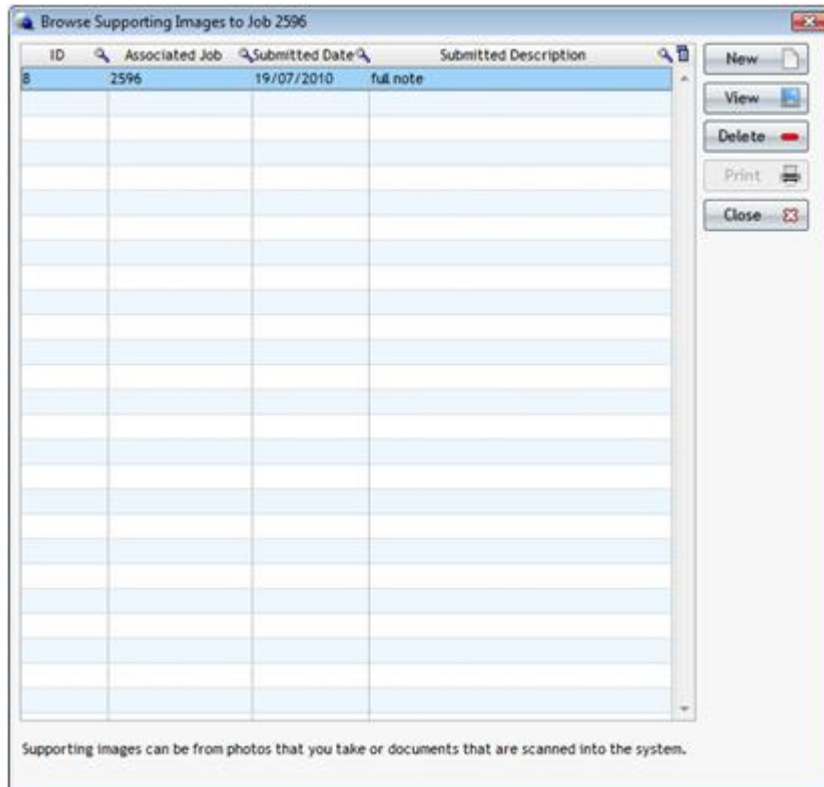
Click A3 Portrait to scan the image in paper size A3 Portrait

Clicking one of these buttons will change the width and height automatically for you.

Click **PrtSc** to take a screenshot of the screen, you will be given two options, print or view image.

Click **Close**  to go back to the main POD screen

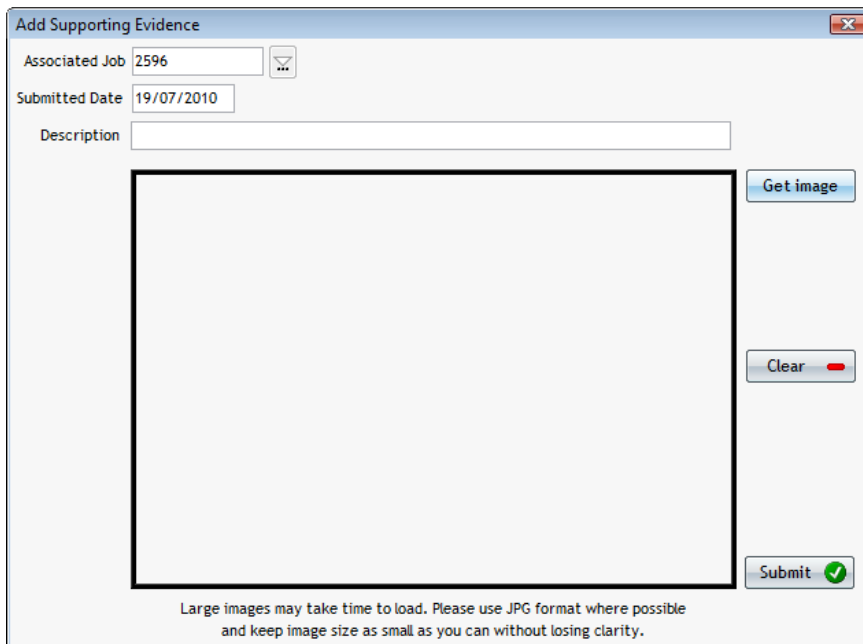
Click **View**  on the main POD screen of the consignment and the browse supporting images screen will appear



Supporting Images can be from photos that you take or documents that are scanned into the system.

Click **New**  to add a new supporting evidence image to a consignment

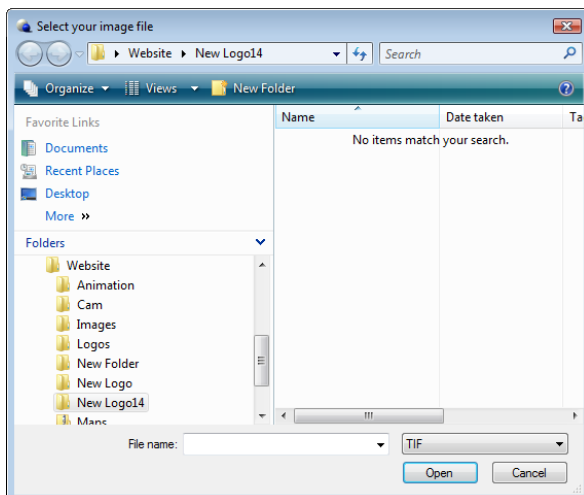
Large images may take time to load. Please use JPG format where possible and keep image size as small as you can without losing clarity.



If required, enter a different Submitted Date

Enter a Description

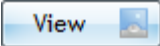
Click  to locate the image

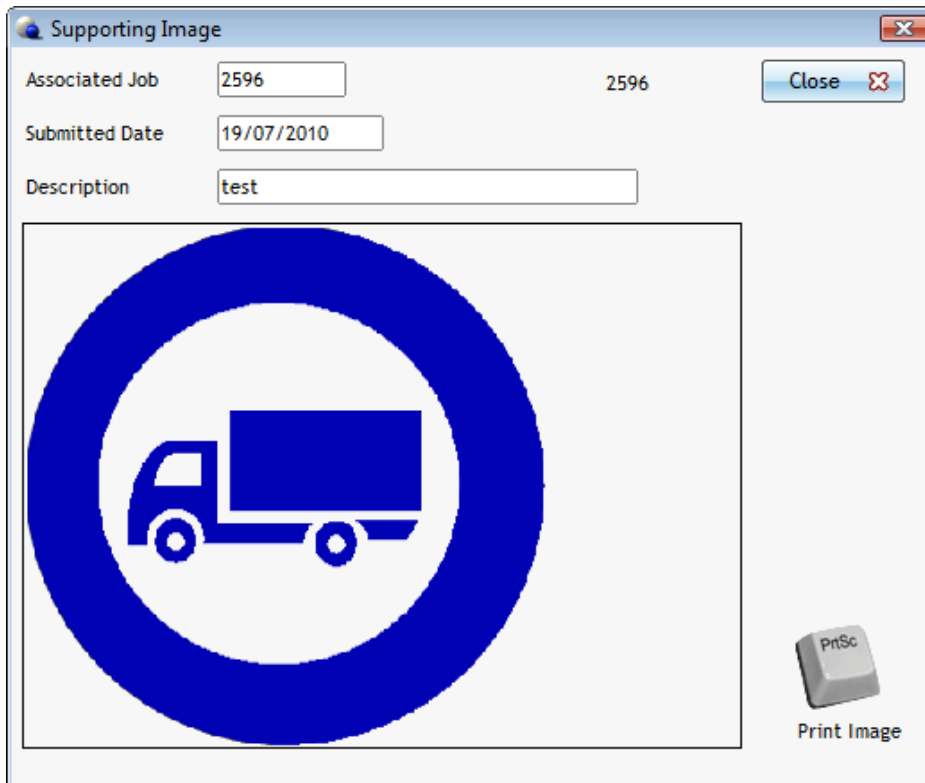


Select the image you wish apply to the consignment and click Open

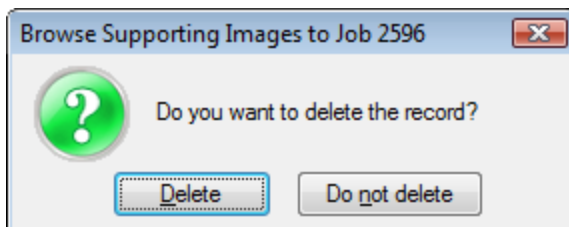
If you have selected the wrong image, click  to clear the image and start again

Click Submit  to apply the image to the consignment

Click View  on the main POD Screen to view the details of the highlighted image



Click Delete  on the main POD Screen to delete the highlighted image



You will be asked to confirm your decision to delete the image.

Click **Financials** tab

On the last tab you can view the pricing details and enter the Invoice details

Modify job 2596

Details Via 1 Via 2 Via 3 Via 4 Via 5 Multidrop Drops POD Financials

Save Save Save Save Close

Time now 16:22

SEEK ON

Print

Status
 Not Invoiced
 Invoiced

palet
Base 0.00 then charge 0.00 per item up to 0 items then 0.00 per item

Type 2
Base 0.00 then charge 0.00 per item up to 0 items then 0.00 per item

Type 3
Base 0.00 then charge 0.00 per item up to 0 items then 0.00 per item

Type 4
Base 0.00 then charge 0.00 per item up to 0 items then 0.00 per item

Weight
Base 0.00 then charge 0.00 per kilo up to 0 kilo then 0.00 per kilo

Minimum charge 0.00 Current Zone 1 Originally entered by DEBBIE
Calculated 6.00 Alter 1 Redo on date 19/07/2010
Price quoted 6.00 Vat code T1 Last updated by DEBBIE
 Lock this price to avoid changes Pod updated by

Job description test Build
Invoice notes test

Associated invoice 0 Release Date paid Today Paid Associated Credit

Alter to TPN. You must close/reopen/update the consignment.

Click

Click to alter the pricing zone and click **Redo** to apply the new zone

Click to change the VAT code for the consignment


Select Vat code

Code	Description	Rate
T0	Zero rated	0.00
T1	Standard Rate	17.50

OK Cancel


Select the correct VAT code and click OK


Within the Invoice details section:

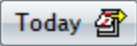
Enter the Job Description or click Build  to dynamically build the description. The build button will populate the box with the collection and delivery postcode, **example above**.

Enter any Invoice Notes

If the consignment is already associated with another Invoice, the number will be displayed in the Associated Invoice box.

If required, click Release  so the consignment can be invoiced again


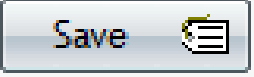
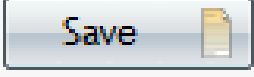
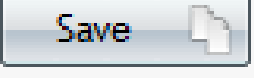
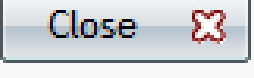


If required, click  to select a credit note to be allocated to the consignment

If the Invoice has been paid, enter the date in the date paid box, or click Today  to populate the box with today's date.

You can change the job to a TPN job by checking the tick box – **Alter to TPN**

Click on one of the save options to finish, which are explained on the next page:

Located on the side of the consignment entry screen are all the save options and a few others:

	Click this button to save consignment
	Click this button to save consignment and print label
	Click this button to save consignment and print note
	Click this button to save consignment and print label + Note
	Click Close to cancel the consignment
Time now <input type="text" value="14:22"/>	Displays the time in which the consignment was created
	Click Seek On/Off to turn the postcode warnings on/off
	Click PrtSc to take a screenshot of the screen
Status	
<input checked="" type="radio"/> Not invoiced	Displays whether the consignment has be invoiced or not
<input type="radio"/> Invoiced	

If you have ticked the **Alternative Job Screen** box in the **Global Parameters** then this screen will look a little different.

Instead of the **multi drop** option being a **separate** tab it is added on to the screen like shown in the **example below** (Multi drop is explained on page 87):

The screenshot shows the 'Modify job' window with the following details:

- Account Ref:** ZIPZAP
- Customers ref:** No: 4755
- Replica:** 4755
- Collected date:** Wed 17/11/2010
- Delivery date:** Thu 18/11/2010
- Collection time:** 11:31
- Delivery time:** 11:31
- Implant ID:** 0
- Collect from:** Zippap Computers Ltd, Unit C2, The Point Office Park, Weaver Road, LINCOLN, LN6 3QN, UNITED KINGDOM
- End delivery to:** test, Address 1, Address 2, Address 3, LINCOLN, LN6 9TD, UNITED KINGDOM
- Drop order:** 0
- REMEMBER:** Save your drop changes using the SAVE button on this tab. Then click on the SAVE button on the right to save the consignment.
- Status:** Not Invoiced


Enter New TPN Consignment

The box below does not appear on the screen until you have entered a consignment

It is shortcut way of selecting the last account used.


Click Use if you want to use the same account as the last consignment

Or

Click  next to the account box to select a different account.

The box will disappear as soon as an account is chosen

The default Despatch and Manifest date will be today's date, if required enter the date

Click  next Despatch Date and Manifest Date the boxes will populate to today's date

Enter the Order number if required.

Enter the Collection postcode,

Click  check postcode using PAF

Click  to learn the address


Click  to view Internet map of this postcode

Click  next to the Collect Name to select an alternative address


Click  next to the Postcode/Zip to select a postcode

Click  next to the Delivery Name to select an alternative address

Click  next to the Town/place to select a town

Click  next to Trunk to select a trunk from the pull down menu

Click  to change the collection depot to the depot in charge of collection postcode.








Click  to change the collection depot to the depot that is entering the consignment.


Enter the Pallet details

Enter any Remarks

If required tick the TPN Customers Own Paperwork tick box


If required tick the Day Freight tick box

Del Service	DDBT DEDICATED DAY BOOKED 		
Choose time	__:__	Date	15/09/2010 
Coll Service	EC 	Driver	  

Click  next to Del Service to select a service from the pull down menu


If the service chosen requires a time or date or both then the boxes in the example above will appear.


Enter a Time

Click  next to Date to select a date from the pull down menu

Click  next to the Coll Service to select a Collection Service


Click  next to Driver to select a Driver ID


Click  to advise Driver

Click  to clear the current Driver

Price quoted	41.00 	Vat code	T1 	<input type="checkbox"/> Paid
Our Surcharge	DDAM 	<input type="checkbox"/> Delivered		
RECALC 		Tpn Depot Charge	15.00	

Click  to select a different VAT code.

Click  next to Our Surcharge to select a surcharge

Click **RECALC**  to recalculate the charges if a change has been made.

If Consignment has been delivered, click the Delivered tick box

If the consignment has been paid, click the Paid tick box

Consignment entry/modification 3335




Details Collection **POD** Misc

Collection remarks 1

Collection remarks 2

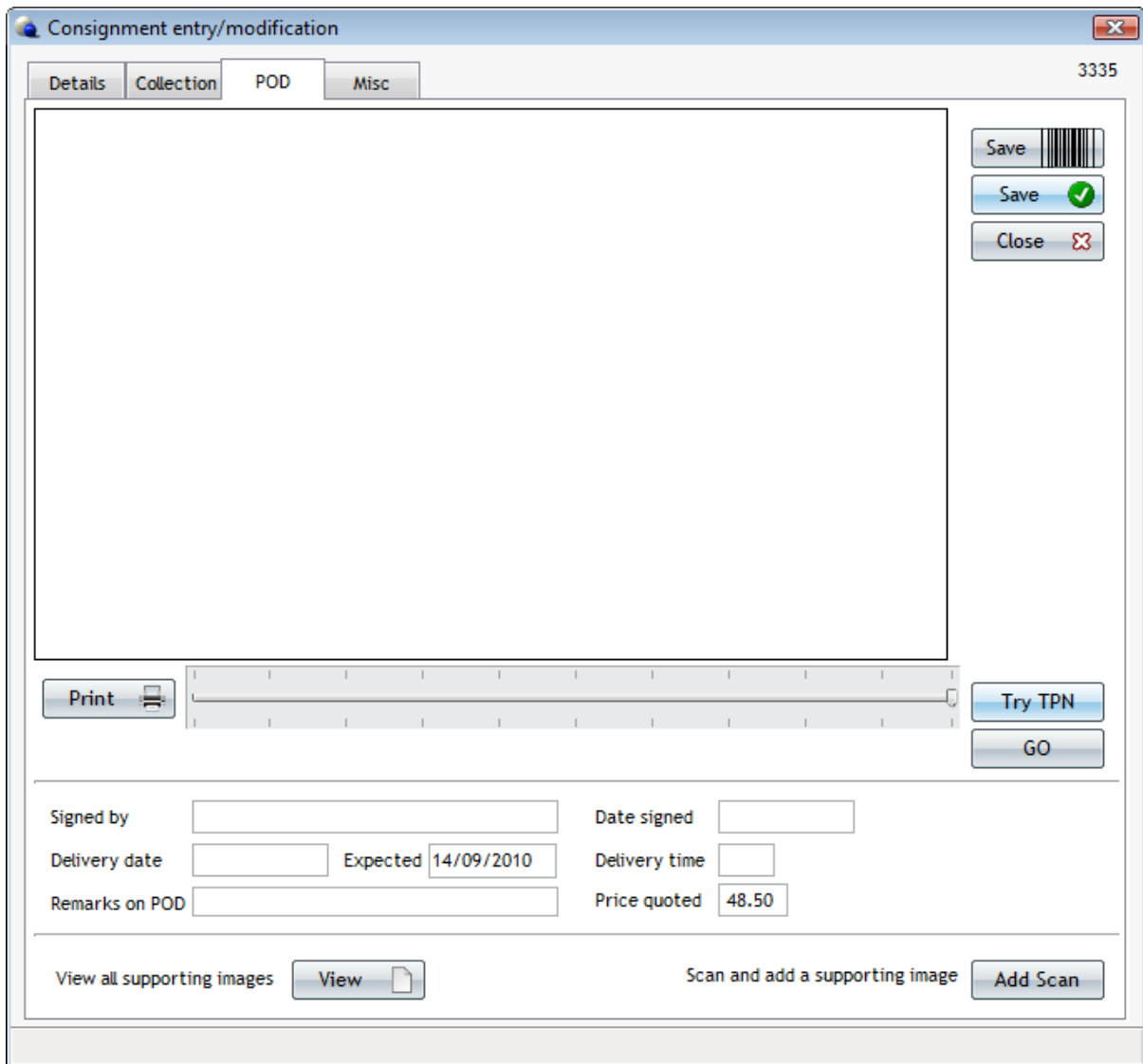
Collection remarks 3

Collection remarks 4

Price quoted

If required, enter the Collection Remarks here



Click  to scan a supporting image for the consignment

Instructions on how to use the scanning screen is on page 77

Click  to view supporting images for the consignment

Instructions on how to use the supporting images screen on page 79

Click  to try to download the final image from TPN




Click 

Click  to print the POD image

Consignment entry/modification 3335

Details | Collection | POD | Misc

Via TPN. Altering will remove this from TPN

Save  Save  Close 


Type 1
Base then charge per item up to items then per item


Type 2
Base then charge per item up to items then per item

Type 3
Base then charge per item up to items then per item

Type 4
Base then charge per item up to items then per item

Weight
Base then charge per kilo up to kilo then per kilo

Minimum charge Current Zone Collection charge
 Calculated  Delivery charge
 Tpn Hub Charge

Associated invoice Lock price to avoid changes Price quoted Associated Credit 

Invoice notes


Originally entered by Last updated by

Click  to recalculate Charges

If required, enter a Collection/Delivery/TPN Hub Charge

Associate invoice displays the Invoice number if the consignment has already been invoiced

To avoid changes to the price, you can tick the Lock price box, so people cannot make any changes.


If required, click  to select a credit note to be allocated to the consignment

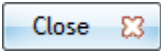
If required, enter any Invoice notes

Located at the bottom of the Misc screen you can see who originally entered the consignment and who last updated it.

By unchecking the Via TPN box, the consignment will be removed from TPN.

Click  to save the consignment without printing a label

Click  to save the consignment and print a label

Click  to cancel the consignment or any changes made.

Browse All Jobs

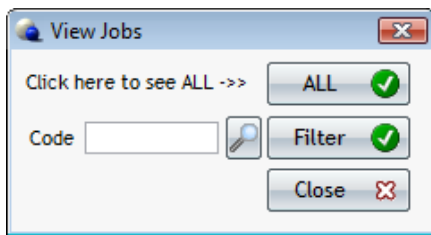
You have two browse options:

Click the **All** button to view all jobs

Or

Click  to select a **Filter Code**

Click the **Filter** button to view jobs with the specific filter code attached.



Job No	TPN	Collect	Accref	Cust ref	Implant	Collector	Collection Town	From	Deliver	Delivery Town	To	Legs	Coll	Tractor 1	Trailer 1	Leg 1 date	Driver 2	Trailer
91	20/01/2010	INTERR			370266	WULLIE	MOTHERWELL	ML1 4UY	22/01/2010	THAME	OX9 2JB	<input checked="" type="checkbox"/>	SF05 BKK			20/01/2010		
92	21/01/2010	MGFT			370267	DREW	STEVENSON	KA12	22/01/2010	GATWICK	RH6 0PJ	<input checked="" type="checkbox"/>	SF54 CKN			22/01/2010		
93	22/01/2010	AFTS			370268	ROGER	BIGGAR	ML12 6SD	22/01/2010	EAST KILBRIDE	G74 1	<input checked="" type="checkbox"/>	TRUNK			22/01/2010		
94	22/01/2010	WITT			370269	MARK GIVEN	BIGGAR	ML12 6SD	22/01/2010	RUTHERGLEN	G32 8RF	<input checked="" type="checkbox"/>	SF54 CKN			22/01/2010		
97	20/01/2010	OPALIO	craig		370262	MARK GIVEN	BALDOCK	HERTFORDS	21/01/2010	COATBRIDGE	M3 8RY	<input checked="" type="checkbox"/>	SF54 CKN			20/01/2010		
90	20/01/2010	COULT	Q32331		370265	WULLIE	GLASGOW	G65 9JX	21/01/2010	SITTINGBOURNE	ME10 2TD	<input checked="" type="checkbox"/>	SF05 BKK			20/01/2010		
85	18/01/2010	INTERR			370260	DREW		OX9 2JB	20/01/2010	MOSSEND	ML4	<input checked="" type="checkbox"/>	SF54 CKN			18/01/2010		
88	19/01/2010	AFRM	MLT1029		370263	DREW	SITTINGBOURNE		20/01/2010	DYMCURCH		<input checked="" type="checkbox"/>	SF54 CKN			19/01/2010		
89	19/01/2010	AFRM	965535		370264	DREW	SITTINGBOURNE	ME10 3HW	20/01/2010	NORTHAMPTON	NNS 53R	<input checked="" type="checkbox"/>	SF54 CKN			19/01/2010		
83	18/01/2010	COULT	01/10/312		370258	MARK GIVEN	DUMFRIES	DG2 0EF	19/01/2010	SITTINGBOURNE	ME10 2TD	<input checked="" type="checkbox"/>	SF54 CKN			18/01/2010		
84	18/01/2010	COULT	01/10/312		370259	MARK GIVEN	DUMFRIES	DG2 0EF	19/01/2010	SITTINGBOURNE	ME10 2	<input checked="" type="checkbox"/>	SF54 CKN			18/01/2010		
80	15/01/2010	MGFT	1265		370256	MARK GIVEN	NORTHAMPTON	NN4 7PL	18/01/2010	NEWMILLIS	KA16 9	<input checked="" type="checkbox"/>	SF54 CKN			15/01/2010		
82	15/01/2010	COULT	126512.01		370257	WULLIE	ANNAN	DG12 5QP	18/01/2010	ROMSEY	S05 4BG	<input checked="" type="checkbox"/>	SF05 BKK			15/01/2010		
86	18/01/2010	MURRA	rumenco		370261	WULLIE	BURTON-ON-TRENT	DE13 0DW	18/01/2010	DUMFRIES	DG2 0HT	<input checked="" type="checkbox"/>	SF05 BKK			18/01/2010		
75	13/01/2010	WATER	po021487		370251	WULLIE		G72 0BP	15/01/2010	GLASGOW		<input checked="" type="checkbox"/>	SF05 BKK			13/01/2010		
74	11/01/2010	COULT	k15602		370248	DREW	GLASGOW	G65 9JX	15/01/2010	SITTINGBOURNE	ME10 1	<input checked="" type="checkbox"/>	SF54 CKN			11/01/2010		
77	13/01/2010	WITT			370253	WULLIE	LANCS	PR7 5LF	15/01/2010	EDINBURGH	EH6 5NA	<input checked="" type="checkbox"/>	SF05 BKK			13/01/2010		
78	14/01/2010	COULT	459656		370254	MARK GIVEN	AUCHTERARDER	PH4 1QA	15/01/2010	WELLINGBOROUGH	NN8 2DH	<input checked="" type="checkbox"/>	SF54 CKN			14/01/2010		
79	14/01/2010	POLL	00975584		370255	DREW	MAIDSTONE	ME17 2JH	15/01/2010	EAST KILBRIDE		<input checked="" type="checkbox"/>	SF54 CKN			14/01/2010		
72	12/01/2010	POLL			370250	DREW	CHATHAM	ME4 4SW	14/01/2010	GLASGOW	G1 1	<input checked="" type="checkbox"/>	SF54 CKN			12/01/2010		
76	12/01/2010	COULT	126338.01		370252	DREW	ANNAN	DG12 6SL	14/01/2010	CROWBOROUGH	TN6 1	<input checked="" type="checkbox"/>	SF54 CKN			13/01/2010		
71	12/01/2010	ARWS			370249	WULLIE	GRETNA	CA6 5LY	13/01/2010	CHELTHENHAM	GL50 1	<input checked="" type="checkbox"/>	SF05 BKK			12/01/2010		
82	07/01/2010	OPALIO	ib		370245	MARK GIVEN	LEIGHTON BUZZARD	LU7 4SQ	08/01/2010	COATBRIDGE	ML5 3	<input checked="" type="checkbox"/>	SF54 CKN			07/01/2010		
80	06/01/2010	COULT	459328		370240	DREW	AUCHTERARDER	PH4 1QA	07/01/2010	HATFIELD	AL10 9FR	<input checked="" type="checkbox"/>	SF54 CKN			06/01/2010		
81	06/01/2010	COULT	432156		370244	WULLIE	KILBETH	G65 9JX	07/01/2010	SITTINGBOURNE	ME10 2TD	<input checked="" type="checkbox"/>	SF05 BKK			06/01/2010		
84	06/01/2010	OPALIO	atock		370247	VARIOUS	BIGGAR	ML12 6SD	07/01/2010	COATBRIDGE	ML5 4	<input checked="" type="checkbox"/>	GN53 LXR			06/01/2010		
85	07/01/2010	AFTS			370248	VARIOUS	BIGGAR	ML12 6SD	07/01/2010	EAST KILBRIDE	G74 1	<input checked="" type="checkbox"/>	GN53 LXR			07/01/2010		
89	06/01/2010	COULT	TRK 49138K		370242	DREW	GLASGOW	G75 0Z2	06/01/2010	BLACKFORD	PH4 1QA	<input checked="" type="checkbox"/>	SF54 CKN			05/01/2010		
63	05/01/2010	AFTS	ek		370246	VARIOUS	GLASGOW	ML12 6SD	05/01/2010	EAST KILBRIDE	G74 1	<input checked="" type="checkbox"/>	GN53 LXR			05/01/2010		
58	24/12/2009	NUTTAL	wham/		370241	DREW	ROCHDALE	OL11 3DT	29/12/2009	BELLSHILL	ML4 3QD	<input checked="" type="checkbox"/>	SF54 CKN			24/12/2009		
57	23/12/2009	WISEBC	telecon/04		370239	MARK GIVEN		PE13 1 FL	27/12/2009	BELLSHILL	ML4 1	<input checked="" type="checkbox"/>	SF54 CKN			23/12/2009		
53	22/12/2009	COULT	k15609		370236	WULLIE	GLASGOW	G65 9JX	23/12/2009	KING LYNN	PE34 3AL	<input checked="" type="checkbox"/>	SF05 BKK			22/12/2009		
54	22/12/2009	COULT	k15608		370237	MARK GIVEN	GLASGOW	G65 9JX	23/12/2009	KING S LYNN	PE30 1	<input checked="" type="checkbox"/>	SF54 CKN			22/12/2009		
55	22/12/2009	COULT	q31979		370238	DREW	GLASGOW	G65 9JX	23/12/2009	SITTINGBOURNE	ME10 2	<input checked="" type="checkbox"/>	SF54 CKN			22/12/2009		
56	23/12/2009	TWE	dotpot 039/		370240	VARIOUS	BIGGAR	ML12 6SD	23/12/2009	HAMILTON	ML3 9BZ	<input checked="" type="checkbox"/>	GN53 LXR			23/12/2009		
52	21/12/2009	NUTTAL			370235	MARK GIVEN	ROCHDALE	OL11 3DT	22/12/2009	BONESS	EH51 9SJ	<input checked="" type="checkbox"/>	SF54 CKN			21/12/2009		
48	18/12/2009	COULT	458455		370231	DREW	AUCHTERARDER	PH4 1QA	21/12/2009	PRESTON	PR2 5PY	<input checked="" type="checkbox"/>	SF54 CKN			18/12/2009		
49	18/12/2009	COULT	458654		370232	MARK GIVEN	AUCHTERARDER	PH4 1QA	21/12/2009	HALESOWEN	B62 8AZ	<input checked="" type="checkbox"/>	SF54 CKN			18/12/2009		
50	19/12/2009	CCL	869946		370233	WULLIE	SITTINGBOURNE	ME10 2TD	21/12/2009	GRANGEMOUTH	FK9 0	<input checked="" type="checkbox"/>	SF05 BKK			19/12/2009		
51	19/12/2009	NUTTAL	int 63		370234	WULLIE	ROCHDALE	OL11 3DT	20/12/2009	SELLSHILL	ML4 3QD	<input checked="" type="checkbox"/>	SF05 BKK			19/12/2009		
47	18/12/2009	COULT	ext192		370230	DREW	NEWSBRIDGE	EH26 8PJ	19/12/2009	SHEFFIELD	S11 6	<input checked="" type="checkbox"/>	SF54 CKN			18/12/2009		
45	17/12/2009	OPALIO			370228	MARK GIVEN	BALDOCK	HERTFORDS	18/12/2009	COATBRIDGE	ML5 4	<input checked="" type="checkbox"/>	SF54 CKN			17/12/2009		
46	18/12/2009	CCL	859844		370229	MARK GIVEN	AYR	KAB 8AE	18/12/2009	SUNBURY-ON-THAM	TW16 6	<input checked="" type="checkbox"/>	SF54 CKN			18/12/2009		
43	15/12/2009	COULT	458341		370226	DREW	AUCHTERARDER	PH4 1QA	16/12/2009	NUNEATON	C810 7RG	<input checked="" type="checkbox"/>	SF54 CKN			15/12/2009		
44	15/12/2009	COULT	458349		370227	DREW	AUCHTERARDER	PH4 1QA	16/12/2009	HUNTINGDON	PE18 0QB	<input checked="" type="checkbox"/>	SF54 CKN			15/12/2009		
38	14/12/2009	BARRON	221162		370222	MARK GIVEN	SOUTHAMPTON	S015 1BS	15/12/2009	NEWBRIDGE	EH28 8	<input checked="" type="checkbox"/>	SF54 CKN			14/12/2009		
40	14/12/2009	MGFT	52677		370223	DREW	NORTHAMPTON	NN4 7PL	15/12/2009	GIRVAN	KA26 9PT	<input checked="" type="checkbox"/>	SF54 CKN			14/12/2009		
41	14/12/2009	MGFT	52677		370224	MARK GIVEN	NORTHAMPTON	NN4 7PL	15/12/2009	GIRVAN	KA26 9PT	<input checked="" type="checkbox"/>	SF54 CKN			14/12/2009		
42	14/12/2009	MGFT			370225	WULLIE	SHEWALTON	KA11 5PL	15/12/2009	KILWINNING	KA13 6LD	<input checked="" type="checkbox"/>	SF05 BKK			15/12/2009		

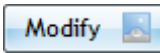
Like the Traffic Diary, jobs are colour coded to show what stage the jobs are currently at.

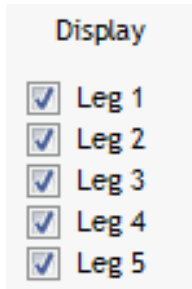
The **Columns** on the screen can be **moved** by clicking on the column title and dragged to where you want the column positioned.

The **Columns** can be resized, place your cursor on the column line, hold down left click and drag to the size you want.

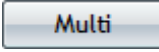
Click **New**  to enter a **consignment**

Click **New TPN**  to enter a **TPN consignment**

Click **Modify**  to alter an **existing job**






You can turn **Legs on or off** by click the tick boxes.


The **Multi**  button brings up the **multi drop screen** for easy entry of more drops.

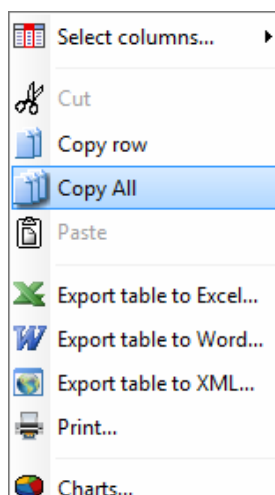
Click the **Label**  button to **print** a label for the **highlighted consignment**

Click the **Note**  button to **print** a note for the **highlighted consignment**

Columns with this symbol  next to them are searchable. Click  and enter the data you want to search for, example below:

		TPN		Collect		Accref	
544				15/04/2010		THOSMC	
543				16/04/2010		COULT	
542		20022460		15/04/2010		REVO	
541		20022459		15/04/2010		FULTO	
540		20022458		15/04/2010		TPN	
539		20022457		15/04/2010		TPN	


Click  on the top of the scroll bar and you will get the following menu



Here you can **export** the table of consignments to a **excel, word or a XML file**

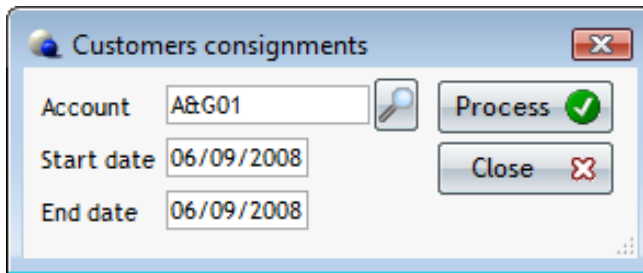
You can **select columns** you want **visible** or **invisible**.

All Jobs for a Customer

Click  to select an **Account** to View

Enter a **data range** of consignments you wish to view

Click **Process** 

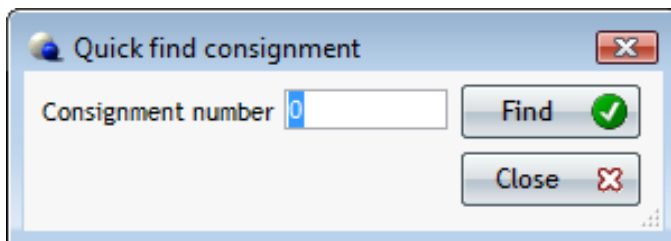


Quick Find Consignment

Enter the **Consignment Number**

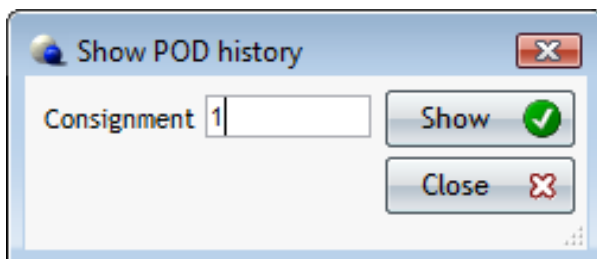
Click **Find** 

The Consignment details will open in the Consignment Entry screen, if such a consignment exists.



Trace Consignment History

Here you can view POD details of a specific consignment and add multiple POD entries.



Enter the **Consignment Number**

Click **Show** 

POD Transactions

Consignment: 1 Sent: 07/07/2008 Account: ZIP001

From: ZIPZAP COMPUTERS To:

Add1: UNIT C2 THE POINT Add1:

Add2: WEAVER ROAD Add2:

Add3: Add3:

Add4: LINCOLN Add4: LINCOLN

Pcde: LN6 3QN Pcde: LN1 2B5

Signature	Date	Time	Remarks	Updated by

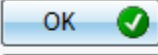
PrnSc

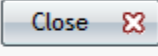
Navigation: << < > >>

Buttons: Add, Modify, Delete, Print, Close

Click **Add** 

Add POD Transactions

Docket: 1 OK 

Signed by: Close 

Date signed: 06/10/2008

Time signed: 15:27

Remarks:

Updated by: DEBBIE

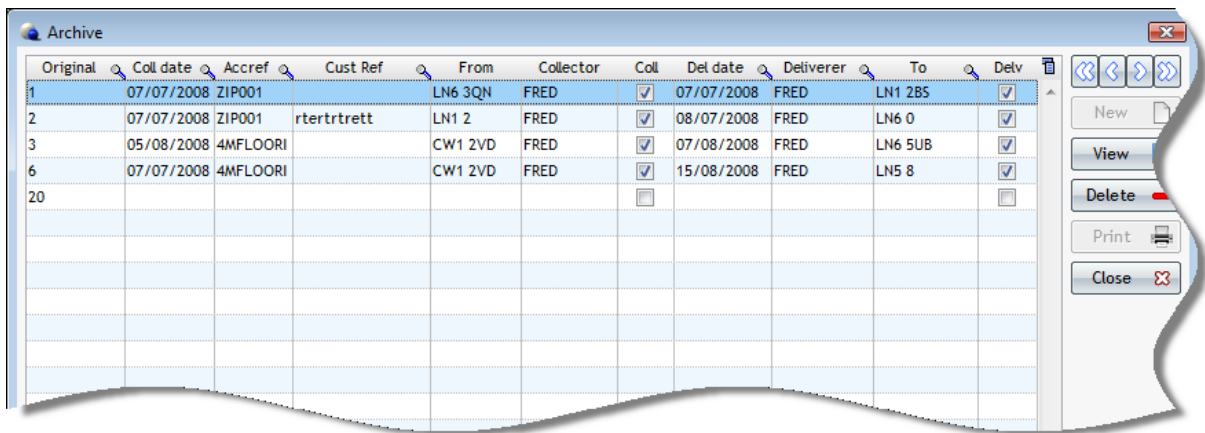
Enter **Signed By** and any **Remarks**

Click **OK** 

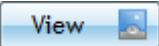
Signature	Date	Time	Remarks	Updated by
Debbie	06/10/2008	15:27		DEBBIE

Archived Jobs

This option shows **jobs** held in the program **archives**.



Original	Coll date	Accref	Cust Ref	From	Collector	Coll	Del date	Deliverer	To	Delv
1	07/07/2008	ZIP001		LN6 3QN	FRED	<input checked="" type="checkbox"/>	07/07/2008	FRED	LN1 2B5	<input checked="" type="checkbox"/>
2	07/07/2008	ZIP001	rttrtrtrtr	LN1 2	FRED	<input checked="" type="checkbox"/>	08/07/2008	FRED	LN6 0	<input checked="" type="checkbox"/>
3	05/08/2008	4MFLOORI		CW1 2VD	FRED	<input checked="" type="checkbox"/>	07/08/2008	FRED	LN6 5UB	<input checked="" type="checkbox"/>
6	07/07/2008	4MFLOORI		CW1 2VD	FRED	<input checked="" type="checkbox"/>	15/08/2008	FRED	LN5 8	<input checked="" type="checkbox"/>
20						<input type="checkbox"/>				<input type="checkbox"/>

Click **View**  to view the details of the **highlighted Job. (Viewable Only)**


Collections

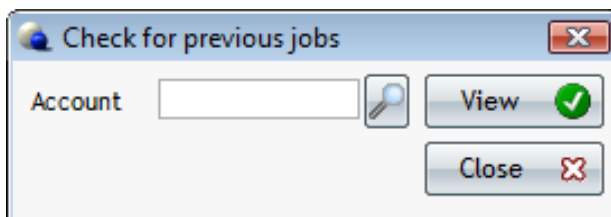
Create New Collection

This options opens the **consignment entry screen**, this is explained on pages #-#


Check/Replicate Previous Collections


This section allows you to look at previous collections for an account and replicate them. If you have quoted someone a special rate for a job and you want to do the same again this is the section of the program to refresh your memory.


Click  to select an **Account** to View



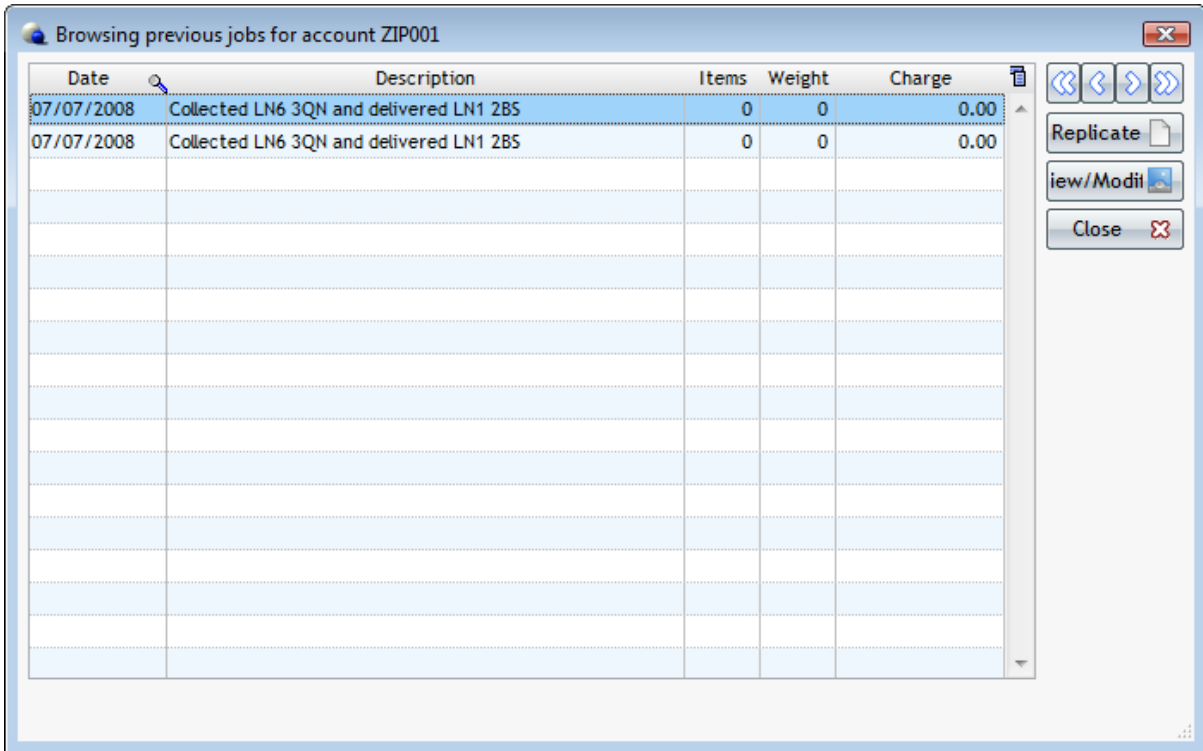
Check for previous jobs

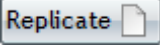
Account 

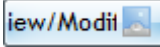
View 

Close 

Click the **View**  button

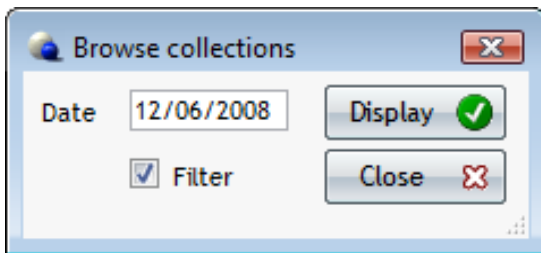


Click **Replicate**  to duplicate a previous collection. The consignment entry screen will open with all the details prefilled.

Click **View/Modify**  to alter a previous collection.

Browse All Collections

You have **two** browse options:



To **view all Collections**, remove the tick from the **Filter** box

Click **Display** 

Or

To **view Collections** of a specific **date**

Tick the **Filter** box

Enter a **date** to filter by

Click **Display** 

Job No	Tracking	Implant ID	Cust Ref	Collect	Time	Account	From	Postcode	Collecting	Col	Filtercode	Type
7200	4183				21/03/2011	DPALIO	Coatbridge	ML5 4TR				
7201	4185				21/03/2011	DPALIO	Coatbridge	ML5 4TR				
7202	4186				21/03/2011	DPALIO	Coatbridge	ML5 4TR				
7166	6413		7336		14/03/2011	DPALIO	EDINBURGH	EHS 1FR				
7147	6390	371022	25864		11/03/2011 10:00	BRETTIS	HUNTINGDON	PE29 7BL	DREW	<input checked="" type="checkbox"/>		1 LOAD
7148	6391	371023			11/03/2011 10:00	BBCON	NEW CLUMNOCK	KA18 4PW	ALEC	<input checked="" type="checkbox"/>		1 LOAD
7165	6412		187388		11/03/2011	MARRA	Ripon	HS4 4US				
7170	6418		491849		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7171	6419		491539		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7172	6420		491666/49167		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7173	6421		491808		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7174	6422		491772		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7175	6423		491768		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7176	6424		490683		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7177	6425		491639		11/03/2011	COULT	BLACKFORD	PH4 1QA				
7180	6427		TURNERS EPS		11/03/2011	COLLECT	DALKEITH	EH22 1HD				
7179	6426		MIDLAND TRAN		11/03/2011	COLLECT	AYR	KA8 9AB				
7181	6428		18436		11/03/2011	MGFT	Sheffield	S21 1ED				
7182	6429				11/03/2011	COLLECT	Glasgow	G32 8XZ				
7183	6430		544803		11/03/2011	COLLECT	Loathhead	EH20 9BY				
7184	6431				11/03/2011	COLLECT	Irvine	KA12 8PZ				
7185	6432		EPHING GOLF		11/03/2011	COLLECT	Dalkeith	EH22 3AD				
7186	6433		58/607/62/657		11/03/2011	DPALIO	Coatbridge	ML5 4TR				
7187	6434		31674/76		11/03/2011	DPALIO	Coatbridge	ML5 4TR				
7188	6435		31677/79		11/03/2011	DPALIO	Coatbridge	ML5 4TR				
7189	6436		31680/81		11/03/2011	DPALIO	Coatbridge	ML5 4TR				
7190	6437		31684/86		11/03/2011	DPALIO	Coatbridge	ML5 4TR				
7191	6442				11/03/2011	FOUNT	EDINBURGH	EHS 1RF				
7192	6443		29192		11/03/2011	FEDER	KILMARNOCK	KA1 5DD				
7193	6444		29182		11/03/2011	FEDER	KILMARNOCK	KA1 5DD				

The screen is colour coded to show what **collections** have been collected and which have not. (**Red = Not yet done**)

Click **New**  to enter a **consignment**

Click **Modify**  to alter an **existing job**

Click the **Label**  button to **print** a label for the **highlighted consignment**

Browse Collections for Today

This option applies a date filter to view **collections** for the **current date**.

Browse Unallocated Collections

This option shows all **collections** that have **not** been allocated to a driver.

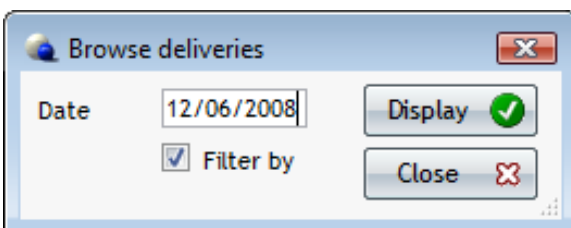
Browse those not yet collected

This option shows all **collections** that have **not yet** been collected.

Deliveries

Browse All Deliveries

You have **two** browse options:



To **view all Deliveries**, remove the tick from the **Filter** box

Click **Display** 

Or

To view **Deliveries** of a specific **date**

Tick the **Filter** box

Enter a **date** to filter by

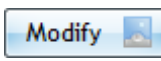
Click **Display** 



Job No	Tracking	Implant ID	Cust Ref	Date	Time	Accref	To	Postcode	Delivering	Delv	Problem	Filtercode	Type
1571		370508		27/05/2012	10:00	WITT	GLASGOW	G51 1DH	ROGER	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7200	4183			22/03/2011		DPALIO	GLASGOW	G1 5EB	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7201	4185			22/03/2011		DPALIO	GLASGOW	G32 7ES	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7202	4186			22/03/2011		DPALIO	COATBRIDGE	ML5 4RY	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7147	6390	371022	25864	14/03/2011	07:00	BRETTS	EDINBURGH	EH53 0		<input type="checkbox"/>	<input type="checkbox"/>		1 LOAD
7148	6391	371023		14/03/2011	10:00	BBCON	RETFORD	DN22 0HA	DREW	<input type="checkbox"/>	<input type="checkbox"/>		1 LOAD
7165	6412		187386	14/03/2011		MURRA	DARWEN	B83 0LU	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7170	6418		491849	14/03/2011		COULT	ROTHERHAM	S62 6BZ	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7171	6419		491539	14/03/2011		COULT	SALISBURY	SP5 3HY	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7172	6420		491666/491	14/03/2011		COULT	IVYBRIDGE	PL21 9EW	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7173	6421		491808	14/03/2011		COULT	BURY ST EDMUNDS	IP30 9HD	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7181	6428		18436	14/03/2011		NGFT	AYR	KA6 7QB	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7184	6431			14/03/2011		COLLECT		WF10	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7186	6433		58/60/62/6	14/03/2011		DPALIO	LANGLEY	SL3 8XP	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7187	6434		31674/76	14/03/2011		DPALIO	LANCASTER	LA1 4RP	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7188	6435		31677/79	14/03/2011		DPALIO	CLACTON-ON-SEA	CO15 1LH	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7190	6437		31684/86	14/03/2011		DPALIO	WARRINGTON	WA1 4RQ	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7130	6361	371020		11/03/2011	11:00	WITT	CAMBUSLANG	G72 7	DREW	<input checked="" type="checkbox"/>	<input type="checkbox"/>		PART LOAD
7131	6379		491776	11/03/2011		COULT	SUFFOLK	IP28 8NG	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7133	6380		491716	11/03/2011		COULT	CHESHUNT	EN7 5HW	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7136	6381		491590	11/03/2011		COULT	GWENT	NP16 6UD	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7137	6382		491657	11/03/2011		COULT	DONCASTER	DN1 1PE	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7138	6383		491595	11/03/2011		COULT	SWINDON	SN2 7RU	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7139	6384		491571	11/03/2011		COULT	SUFFOLK	IP28 8NG	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7142	6387			11/03/2011		RHINLLF	PENICUIK	EH26 0PZ	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7145	6390		70 / 8139	11/03/2011		ROBINS	NEWMANS	ML12 6SD	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7146	6389	371021	elgin/forres	11/03/2011	12:00	DMCLAR	ELGIN		ALEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 LOAD
7152	6399		31669/70	11/03/2011		DPALIO	LONDON	E6 7FF	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7153	6400		31667/8	11/03/2011		DPALIO	NOTTINGHAM	NG2 1LW	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7154	6401		31666	11/03/2011		DPALIO	CARLISLE	CA2 7AF	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7155	6402		31653/55	11/03/2011		DPALIO	WARRINGTON	WA1 4RQ	TPN	<input type="checkbox"/>	<input type="checkbox"/>		
7156	6403		31668/61	11/03/2011		DPALIO	ST. HELENS	BT 11XR	TPN	<input type="checkbox"/>	<input type="checkbox"/>		

The screen is colour coded to show what **deliveries** have been delivered and which have not. (**Red = Not yet done**)

Click **New**  to enter a **consignment**

Click **Modify**  to alter an **existing job**

Click the **Label**  button to **print** a label for the **highlighted consignment**

Browse Deliveries for Today

This option applies a date filter to view **Deliveries** for the **current date**.

Browse Unallocated Deliveries

This option shows all **Deliveries** that have **not** been allocated to a driver.

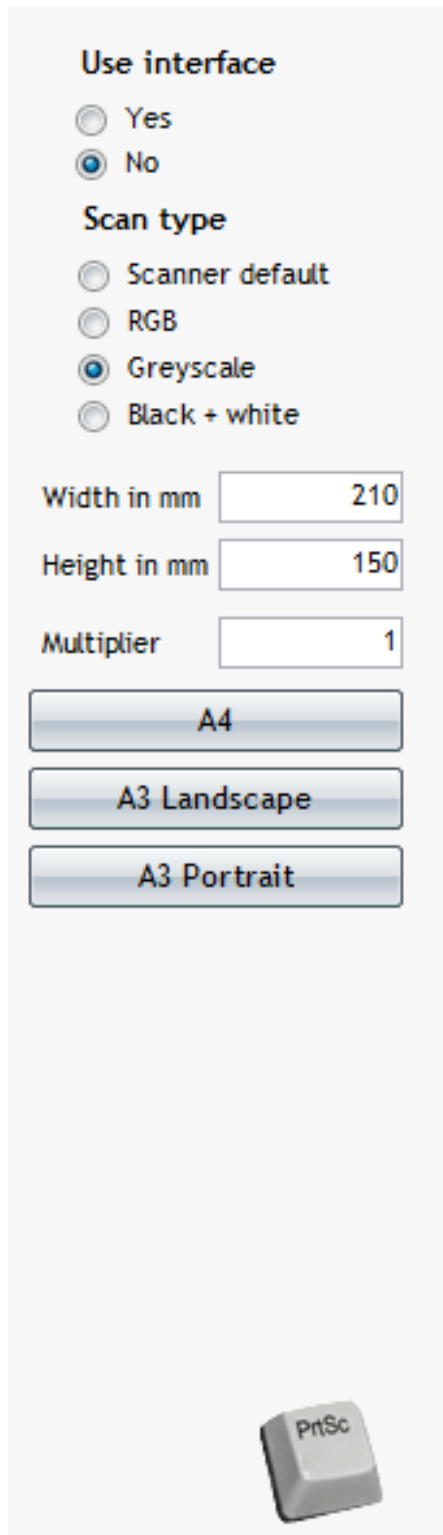
Browse those not yet Delivered

This option shows all **collections** that have **not yet** been delivered.

Image Scanning

Scan POD

NOTE: The Scanner's settings should have already been set up in Global and Local parameters. If the settings are not correct, enter and select your preferred settings.



The screenshot shows a software interface for scanning. It includes the following elements:

- Use interface:** Radio buttons for 'Yes' and 'No'. 'No' is selected.
- Scan type:** Radio buttons for 'Scanner default', 'RGB', 'Greyscale', and 'Black + white'. 'Greyscale' is selected.
- Width in mm:** Input field with the value '210'.
- Height in mm:** Input field with the value '150'.
- Multiplier:** Input field with the value '1'.
- Paper size buttons:** Three buttons labeled 'A4', 'A3 Landscape', and 'A3 Portrait'.
- Print key:** A 3D rendering of a 'PrtSc' key.

Multiplier is for changing the scale of the image on screen:

Scale 1 – Original Size
Scale 2 – Fit to Screen

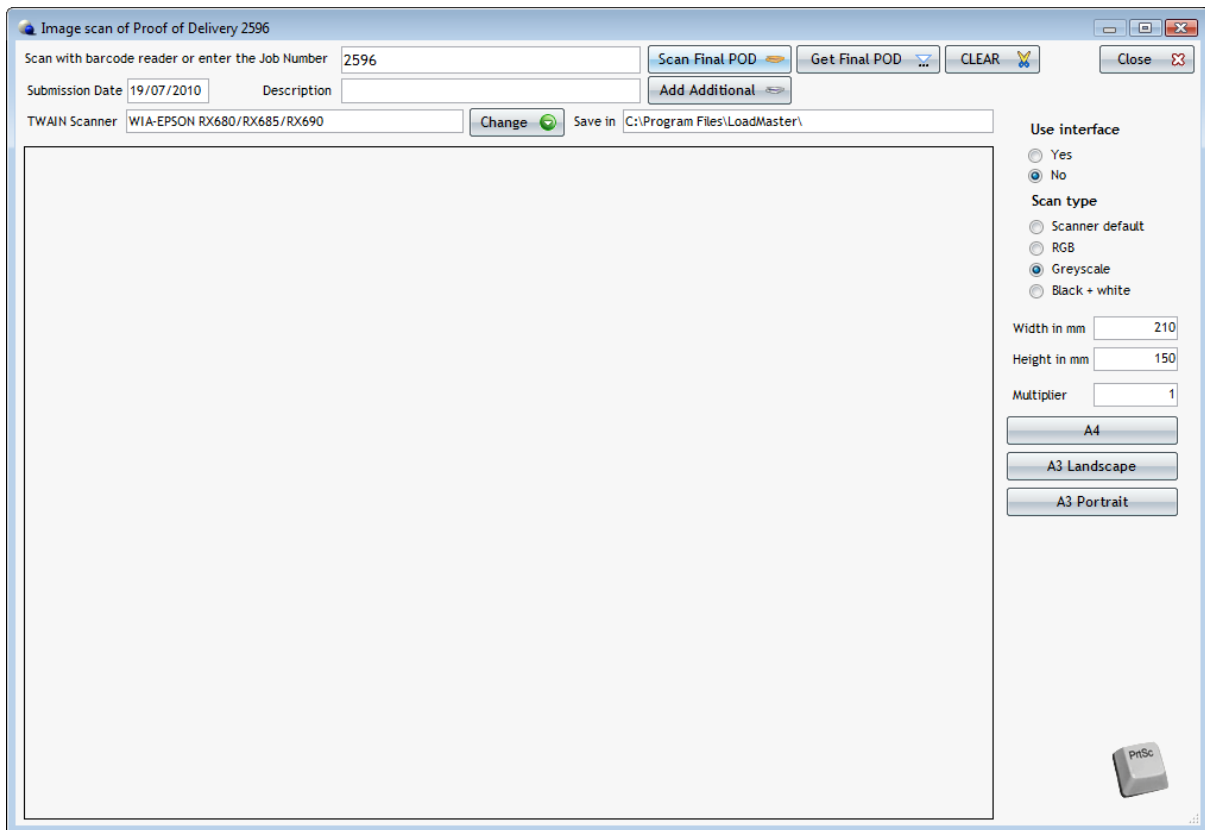
Click **A4** to scan the image in paper size A4 portrait

Click **A4 Landscape** to scan the image in paper size A4 Landscape

Click **A3 Portrait** to scan the image in paper size A3 Portrait

Clicking one of these buttons will change the width and height **automatically** for you.

Click **PrtSc** to take a screenshot of the screen, you will be given two options, print or view image.



Scan with your **barcode reader** or enter the **job number**.

If Required, Click  to **change** the scanner to a different one.

Click  to **scan** the **final POD** image which will display in the main POD screen.

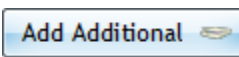
Click  to **display final POD** image in the Scan Multi Screen

Click  to **clear** the **POD** image on the screen

To add an **additional POD** image or a general image, **follow this process**:

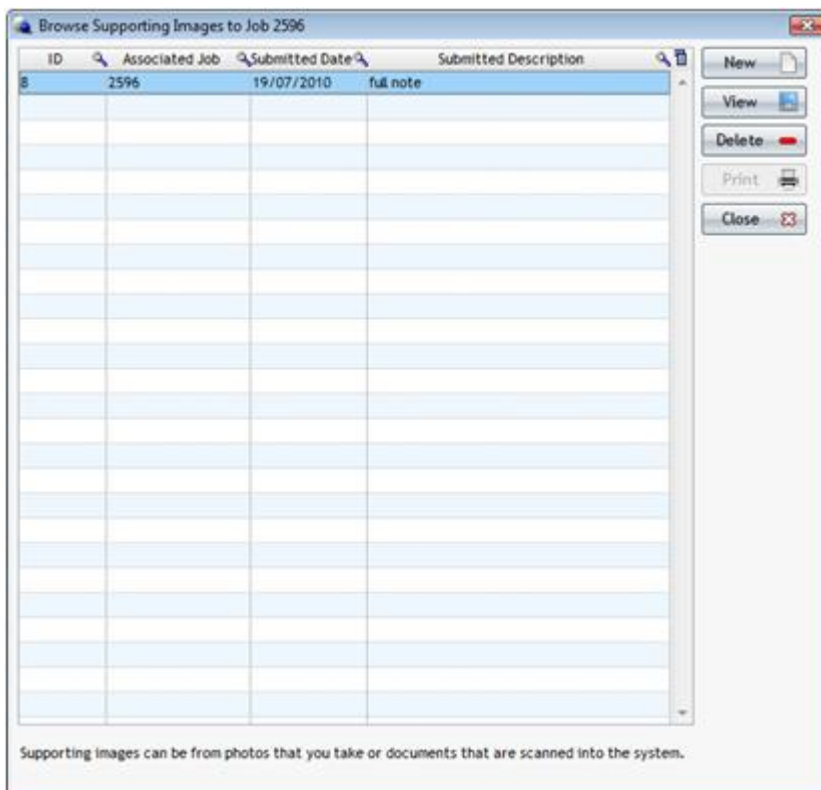
Enter a **submission date** or leave as default (default is Today's date)

Enter a **description** of the image

Click  to scan the **image**, to find out how to view these images go to **page 113**

Supporting Images

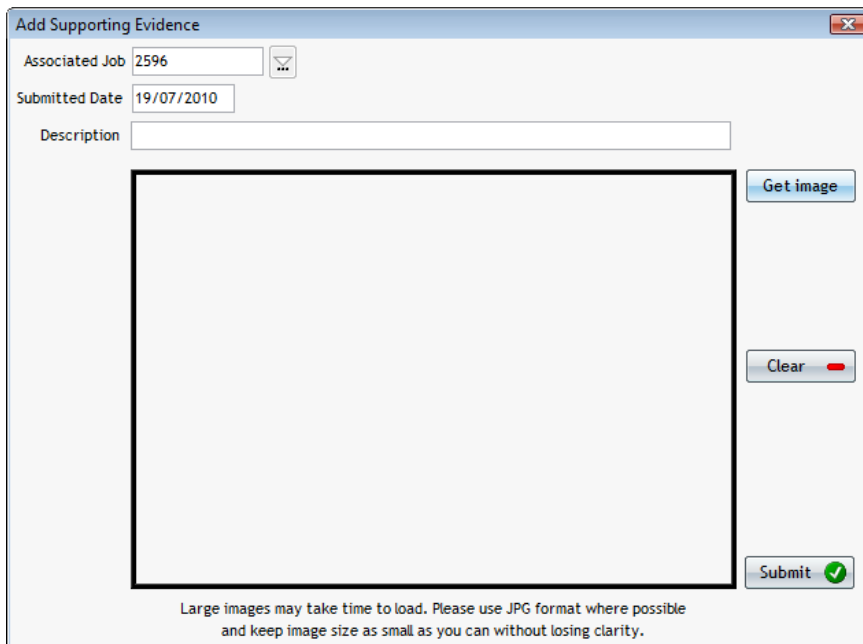
This option is for browsing existing **PODs** and for **allocating** more than one **POD** to a consignment.




NOTE: Supporting Images can be from photos that you take or documents that are scanned into the system.

Click New  to add a new supporting evidence image to a consignment.

NOTE: Large images may take time to load. Please use JPG format where possible and keep image size as small as you can without losing clarity.

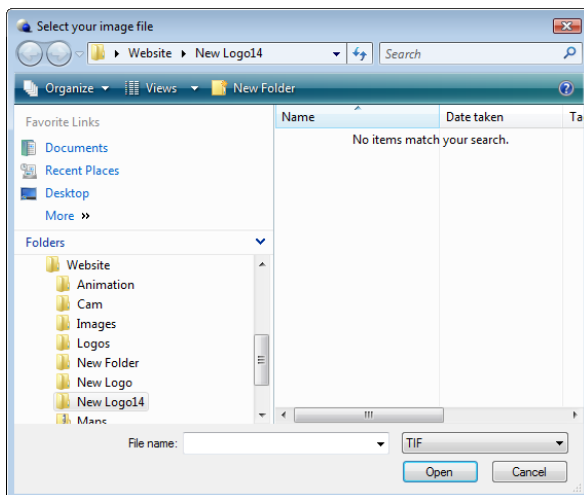


Click  to select the **Associated Job**

If required, enter a different **Submitted Date**

Enter a **Description**

Click  to **locate the image**




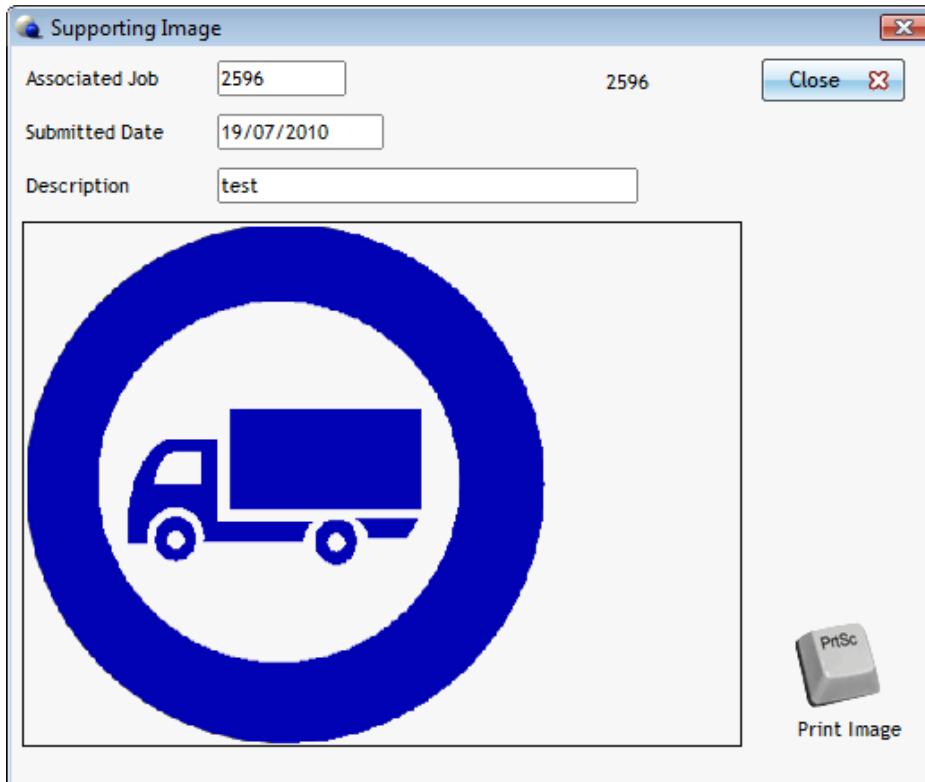
Select the image you wish **apply** to the consignment and click **Open**

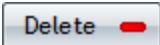
If you have selected the wrong image, click  to **clear** the image and start again

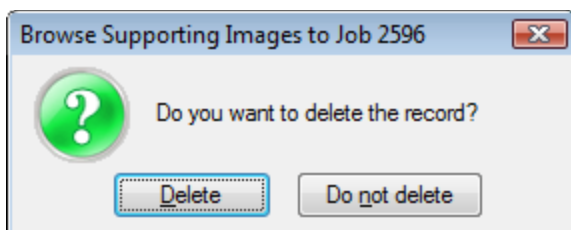
Click **Submit**  to apply the image to the consignment

Click **New**  to add a new supporting evidence image to a consignment

To **View** an existing Image, highlight the record and Click **View**  to bring up the details.

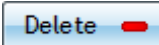


To **Delete** an existing image, highlight the record and Click **Delete**. 



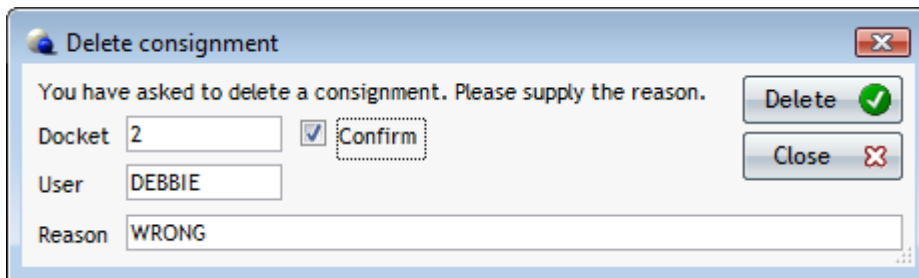
You will be asked to confirm your decision to delete the image.

Deleted Jobs

You can **delete** a consignment by using the **Delete**  button on the previous browse screens

When deleting a consignment you are asked to **confirm** your decision

Upon clicking **yes**, you will see the following screen:



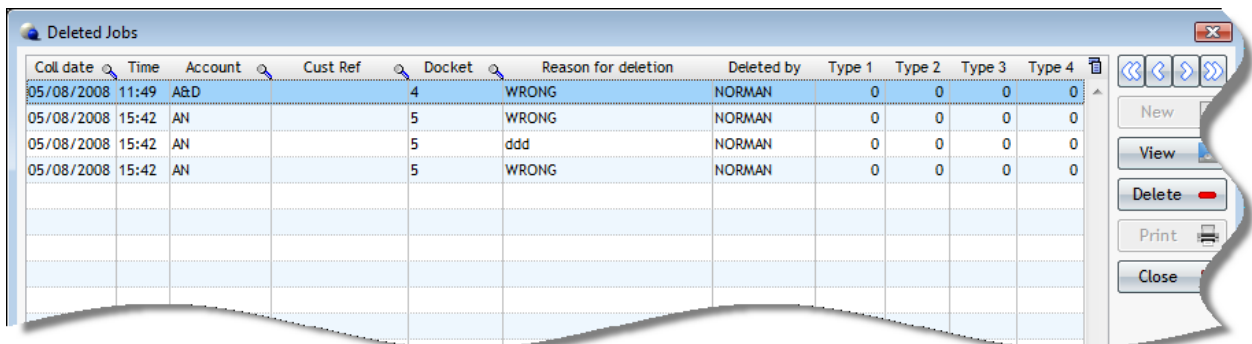
The dialog box titled "Delete consignment" contains the following fields and buttons:

- Text: "You have asked to delete a consignment. Please supply the reason."
- Buttons: "Delete" (with a green checkmark) and "Close" (with a red X).
- Field: "Docket" with value "2" and a checked "Confirm" checkbox.
- Field: "User" with value "DEBBIE".
- Field: "Reason" with value "WRONG".

Here you will need to give an **explanation** as to **why** you are **deleting** the job in question.

Click **Delete**  to finalise removal

The deleted consignment will then be placed into the **Deleted jobs** section



Coll date	Time	Account	Cust Ref	Docket	Reason for deletion	Deleted by	Type 1	Type 2	Type 3	Type 4
05/08/2008	11:49	A&D		4	WRONG	NORMAN	0	0	0	0
05/08/2008	15:42	AN		5	WRONG	NORMAN	0	0	0	0
05/08/2008	15:42	AN		5	ddd	NORMAN	0	0	0	0
05/08/2008	15:42	AN		5	WRONG	NORMAN	0	0	0	0

To **recover** a job:

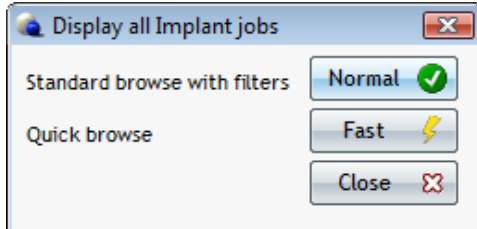
Highlight the consignment you want to **recover**

Click the **Recover**  button

Implant Jobs

Browse All Implant Jobs


There are **two** browse options:



Click **Normal**  for the standard browse screen with filter options.

Columns with this symbol  next to them are searchable.

Implant ID	Ref	Collected	Account	Collecting	Coll	Delivered	Delivering	Del	Customers ref	Problem
370425	549	11/05/2010	COULT			11/05/2010				

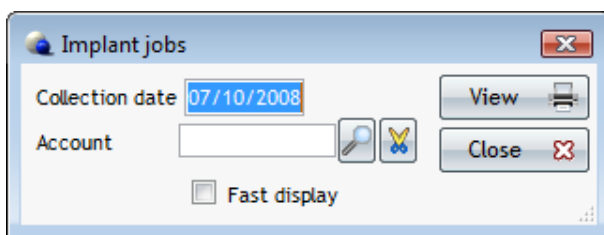
Click **Fast**  for the quick browse screen

The screen displays the same way as the above but without the search symbols

Implant ID	Ref	Collected	Accou	Collecting	Coll	Delivered	Delivering	Del	Customers ref	Problem
370425	549	11/05/2010	COUL			11/05/2010				


Implant Jobs by Collection

This option allows you to view Implant jobs by **Collection date** alone or by **Collection date** and **Account** together.



Tick **Fast Display** box for the quick browse screen, which reduces the filter options but increases loading speed.

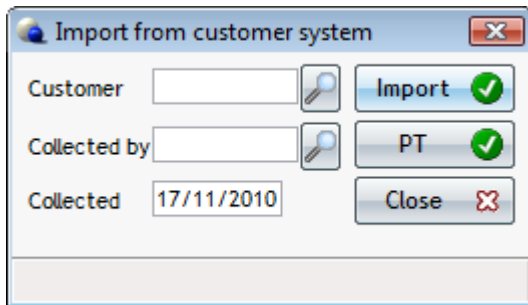
Enter **Collection Date**

Click  to select an **Account**, if applicable

Click **View** 

Import Implant Data


This option is for import data from a **Customer Implant System**




Click  to select a **Customer (Account)**

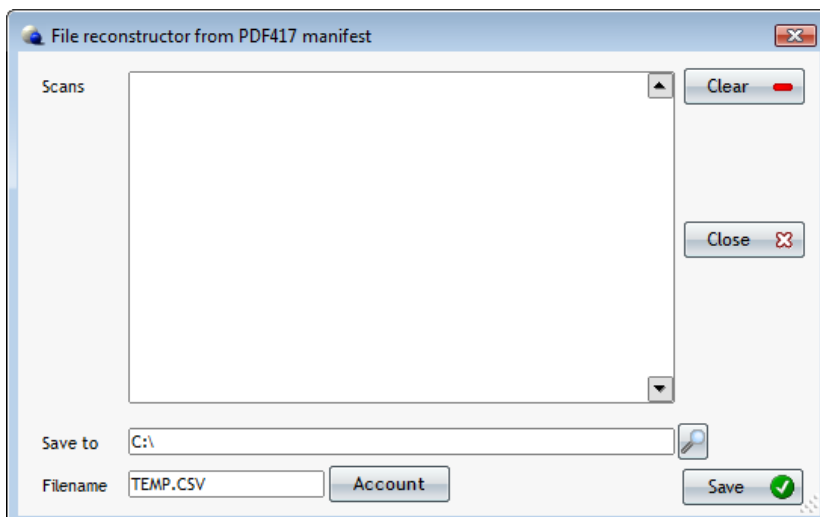
Click  to select a **Collector**


Enter the **Collected Date**

Click **Import**  to select the **Customer Implant** file


Click **PT**  to select the **ParcelTrak** file

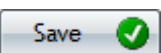
Reconstruct data from PDF417 Manifest



Click  to Select a **Save to** Location

Enter a suitable **File name**

Click  to select an **Account**

Click **Save**  to finish

Runs

Browse Jobs on Run

Look up **Jobs on Run** for a specific **driver** on a specific **date**.



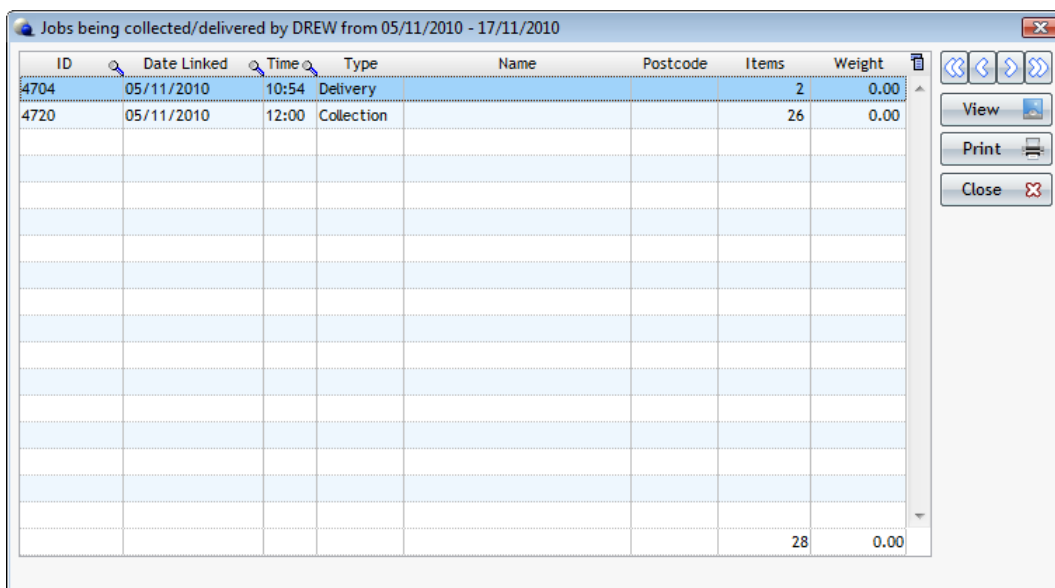
The dialog box titled "View jobs for individual" contains the following fields and buttons:

- ID:
- Start Date:
- End Date:
- Buttons: View (with a green checkmark icon), Close (with a red X icon)

Click  to select an **ID (Driver)**

Enter a **Start** and **End** date


Click the **View**  button

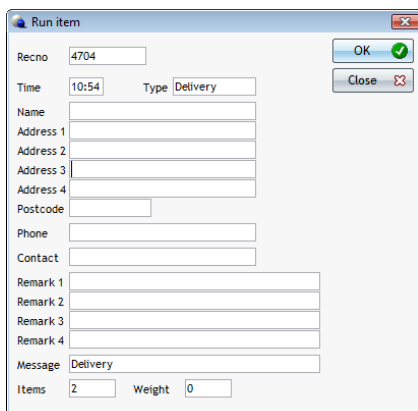


The window displays a table of jobs with the following data:

ID	Date Linked	Time	Type	Name	Postcode	Items	Weight
4704	05/11/2010	10:54	Delivery			2	0.00
4720	05/11/2010	12:00	Collection			26	0.00
						28	0.00

Buttons on the right: View, Print, Close.

Click **View**  to view the details of the **Job. (Viewable Only)**

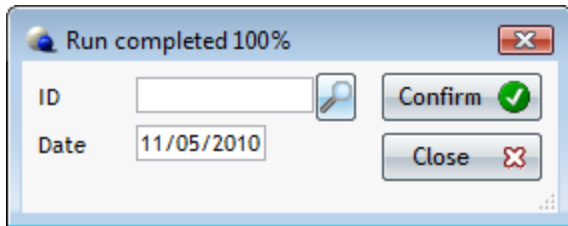


The dialog box titled "Run item" contains the following fields and buttons:

- Recno:
- Time: Type:
- Name:
- Address 1:
- Address 2:
- Address 3:
- Address 4:
- Postcode:
- Phone:
- Contact:
- Remark 1:
- Remark 2:
- Remark 3:
- Remark 4:
- Message:
- Items: Weight:
- Buttons: OK (with a green checkmark icon), Close (with a red X icon)

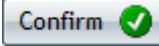
Run Completed 100%

Select this option to mark all jobs on a particular **run** as complete and ready for invoicing.



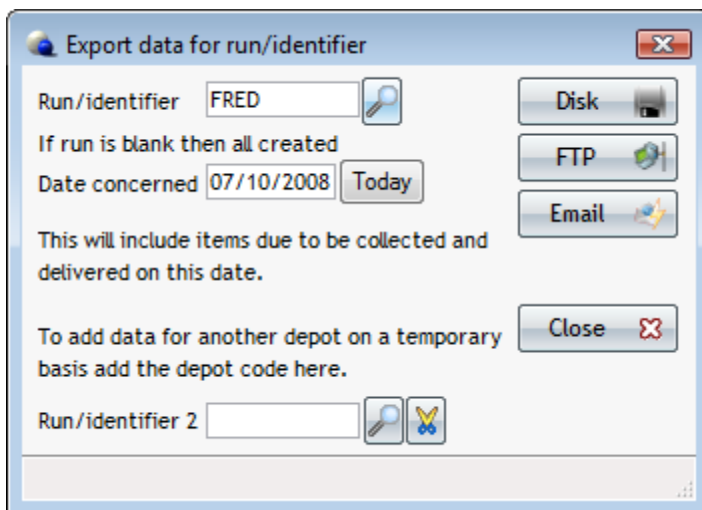
Click  to select an **ID (Driver)**

Enter **Date**

Click **Confirm**  to Finish

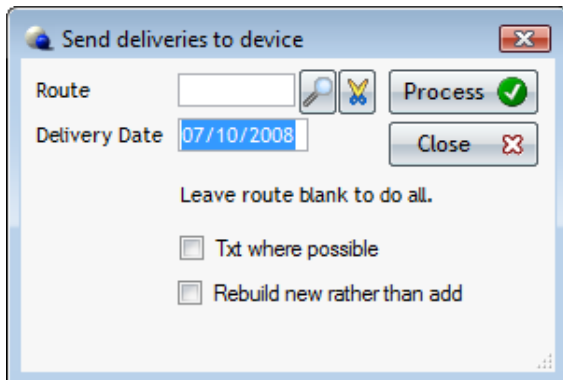
Export data to run/contractor

Select this option to create a XLS file of job details for the selected driver on the chosen date.



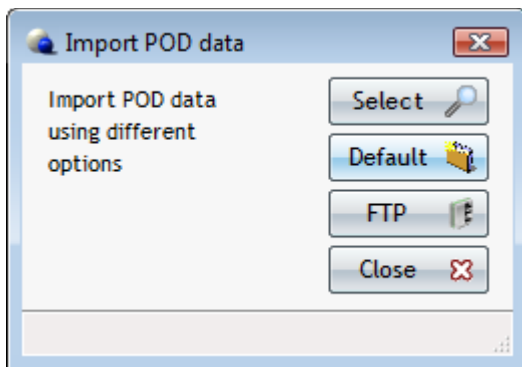
You can choose various methods in which to send the data according to individual requirements. This information can then be imported to a PDA device.

Send Deliveries to Mobile Device

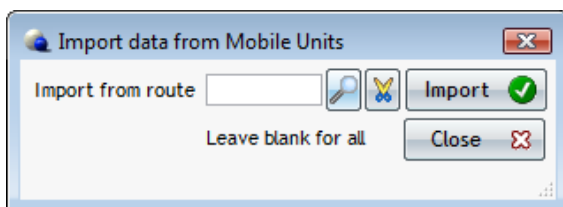


Import data to run/contractor

Select this option to import data back from the PDA.



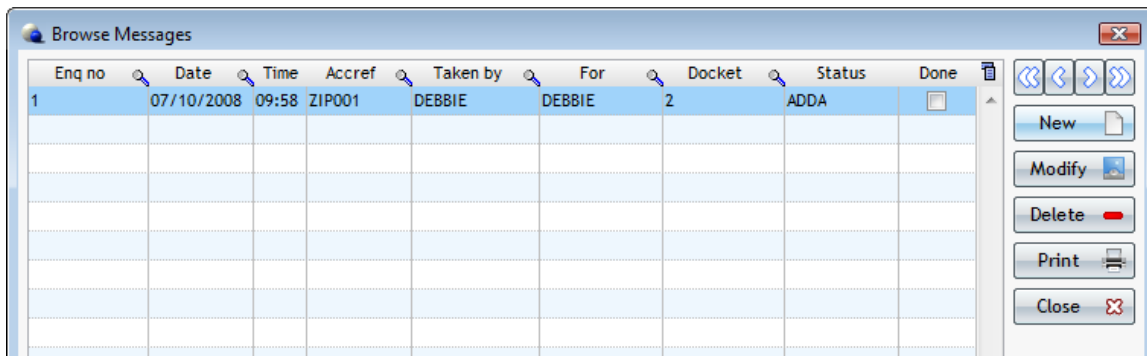
Get Data for Mobile Device



Messages

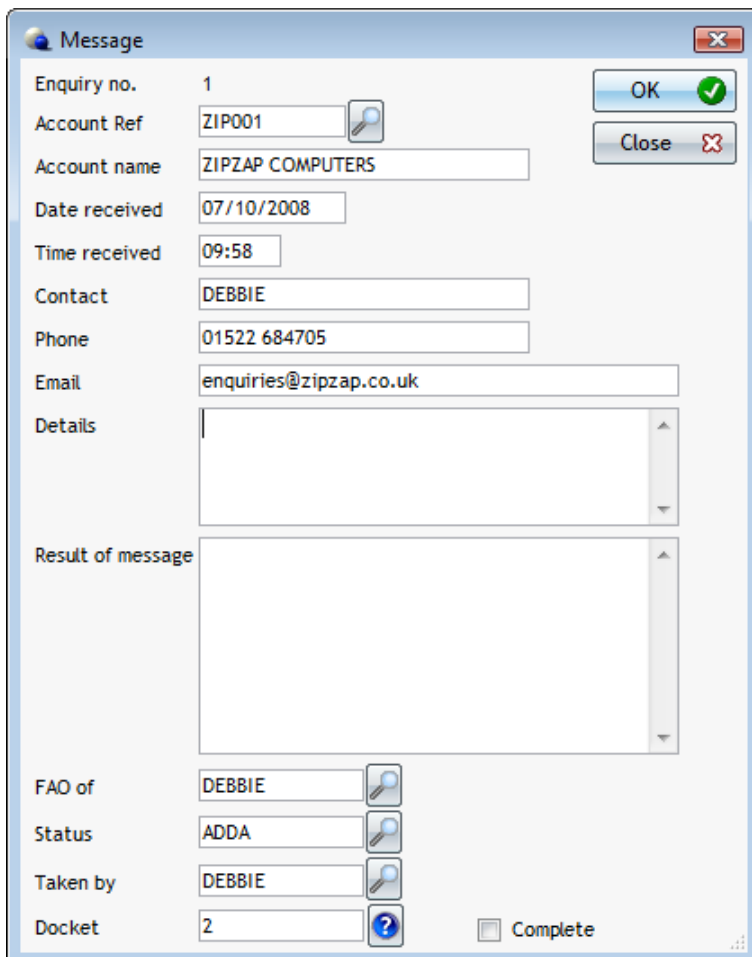
Browse All Messages

Use this section to record messages from customers to be dealt with 'in-house'



Enq no	Date	Time	Accref	Taken by	For	Docket	Status	Done
1	07/10/2008	09:58	ZIP001	DEBBIE	DEBBIE	2	ADDA	<input type="checkbox"/>

Click **New**  to enter a message



Message

Enquiry no. 1

Account Ref ZIP001

Account name ZIPZAP COMPUTERS

Date received 07/10/2008

Time received 09:58

Contact DEBBIE

Phone 01522 684705

Email enquiries@zipzap.co.uk

Details

Result of message


FAO of DEBBIE

Status ADDA

Taken by DEBBIE

Docket 2

Complete


Click  to select an **Account Ref**

If applicable, enter the **Date** and **Time Received**

Enter the **contact details** of the person giving the message

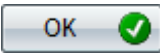
Enter the **message** details.

Click  to select an **FAO of (For the Attention of)**

Click  to select a **Status**

Click  to select a **Taken by**

Enter the **Docket**

Click **OK**  to finish

The person this message is intended for can complete the entry by entering the result of the message if applicable and by ticking the complete box to show this message has been dealt with.

Browse my messages

Select this option to view messages that 'I' am to dealing with.

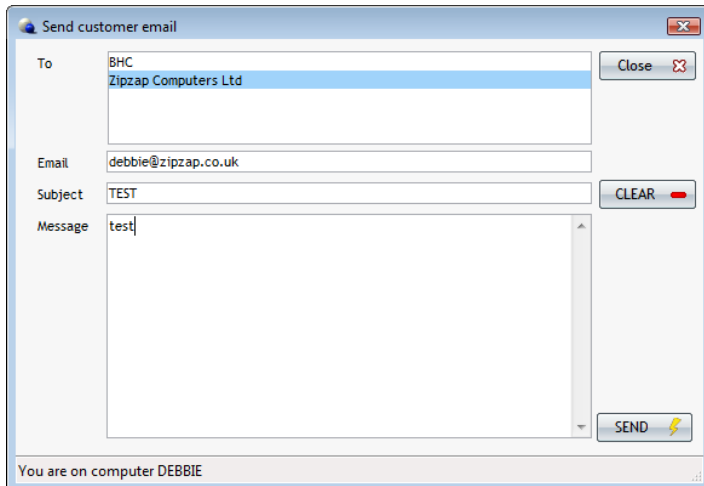
Outstanding messages

Select this option to view messages that are yet to be completed.

Email

Send Customer Email

Select this option to send a message to one of your customers within the program.

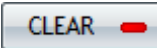


The screenshot shows a window titled "Send customer email". It has several input fields: "To" (a list box with "BHC" and "Zipzap Computers Ltd" selected), "Email" (text box with "debbie@zipzap.co.uk"), "Subject" (text box with "TEST"), and "Message" (text area with "test"). On the right side, there are three buttons: "Close" (with a red X icon), "CLEAR" (with a red arrow icon), and "SEND" (with a lightning bolt icon). At the bottom left, a status bar reads "You are on computer DEBBIE".

Select the **customer** name from the list in the **To** box. Only accounts which have an email will be displayed in the list.

Enter the **Subject** and **Message** Details.

Click **Send**  to send the email

Click **Clear**  to start again

NOTE: In order for this to work, the account(s) must have a working email address in their details. (Setup, Accounts)

Send Collector/Deliverer Email

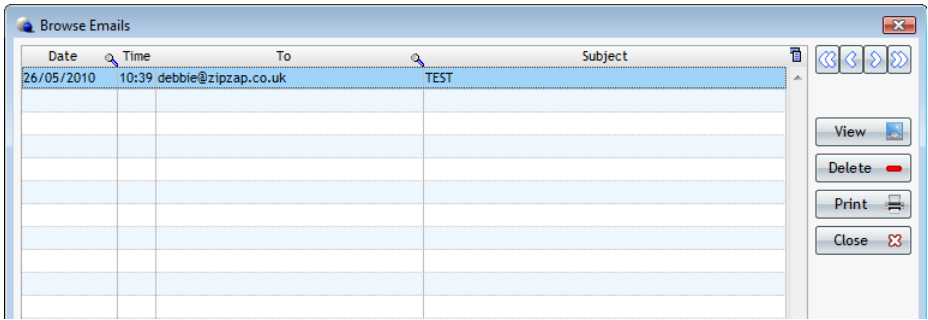
Select this option to send a message to one of your collectors/deliverers within the program.

The screen is exactly like the Send Customer Email

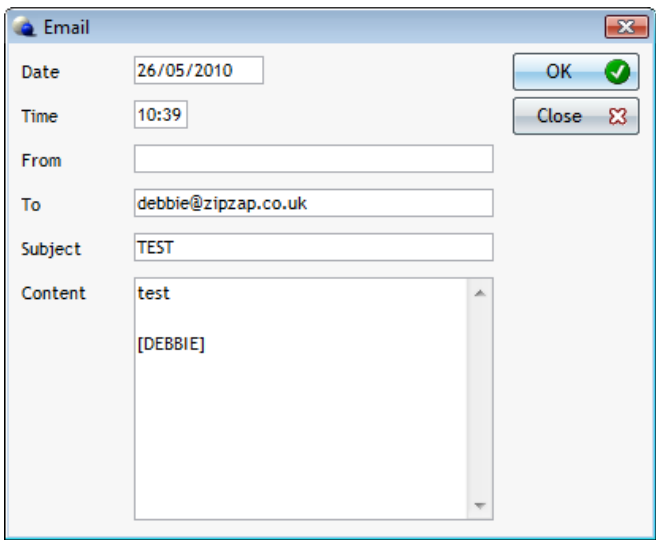
NOTE: In order for this to work, the Collector(s)/Deliverer(s) must have a working email address in their details. (Setup, Collectors/Deliverers)

Browse Emails


Select this option to see all messages you have sent



Click **View**  to view the details of an email which has been sent.

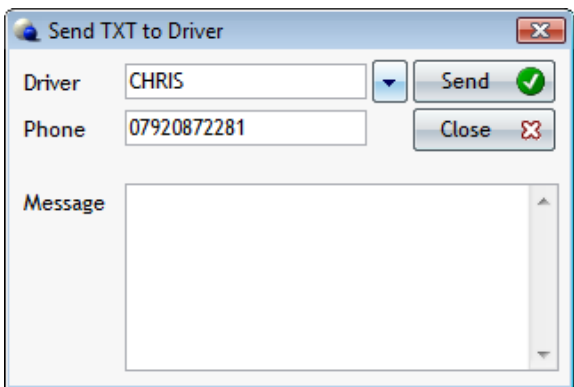


Sent Text

Click  to select a **Driver**

If the driver has a phone number, it will appear in the Phone box.

Enter your **message**

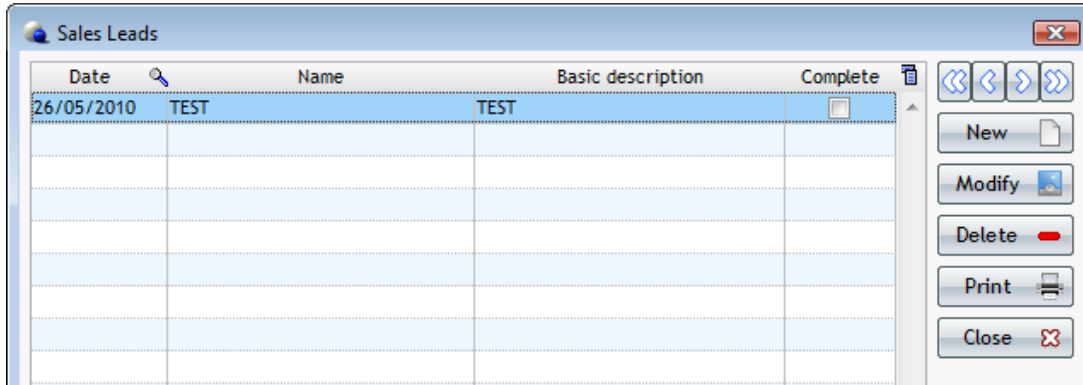


Click **Send**  when you have finished.

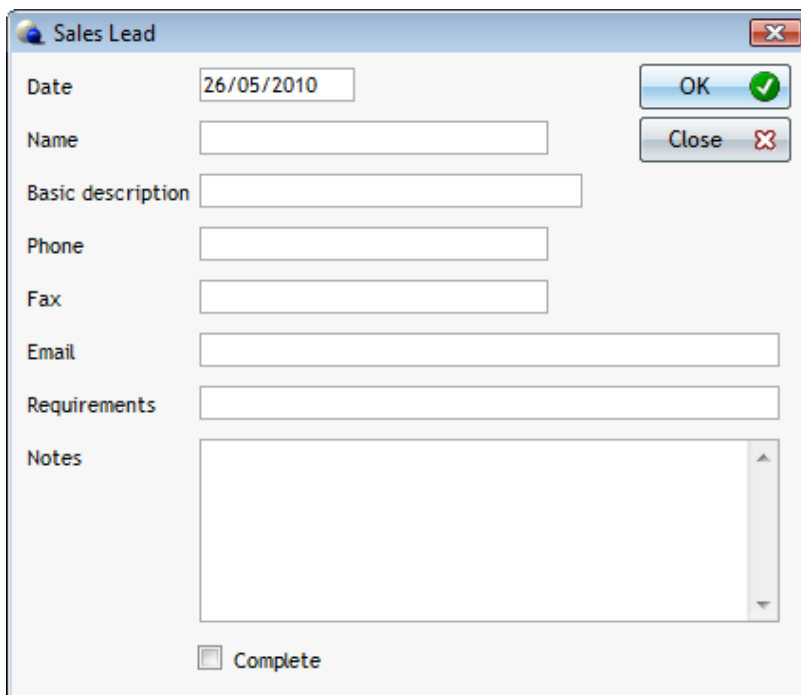
Sales Leads

Browse

This option is for keeping track of potential customers.



Click on **New** to add a new record or **Modify** to alter the highlighted record.



Date: 26/05/2010

Name:

Basic description:

Phone:

Fax:

Email:

Requirements:

Notes:

Complete

OK

Close

Enter the details of the potential customer

Enter their requirements and any notes.

Click **OK** to finish

To tick this potential customer as complete:

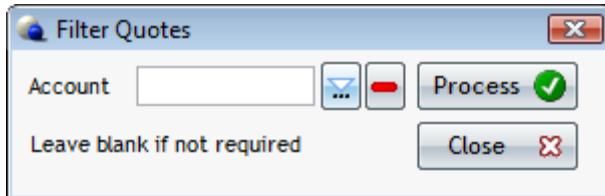
Select the record, click modify, tick the complete box and click **OK** to finish.

Outstanding

This option is for filter all Sales Lead which are currently still not completed. Until the Complete tick box has been ticked on a Sales Lead, they will remain in this screen.

Quotes

This option is for keeping track of any quotes that come in from the customers.



You have **two** browse options:

To view **quotes** for a specific **account**, click  to select an **account**

You can **clear** the **account** box by clicking 

Or

Leave **blank** to view all **Quotes**

Click the  **Process** button

Quote date	Account Ref	Account name	To	To Postcode	Price Quoted	Expiry Date
12/04/2011	BEAV	BEAVER 84	TEST	LN63LQ	20.00	14/04/2011

Click on **New** to add a new record or **Modify** to alter the highlighted record.

Create/Amend Quote

Quote date

Account Ref

Account name

From

From Postcode

To

To Postcode

Brief Details

Price Quoted

Expiry Date

Save

Cancel

Click to select an **Account Ref**

Enter the **From Location** and **Postcode**

Enter the **To Location** and **Postcode**

Enter any **Brief Details**

Enter the **Price Quoted**

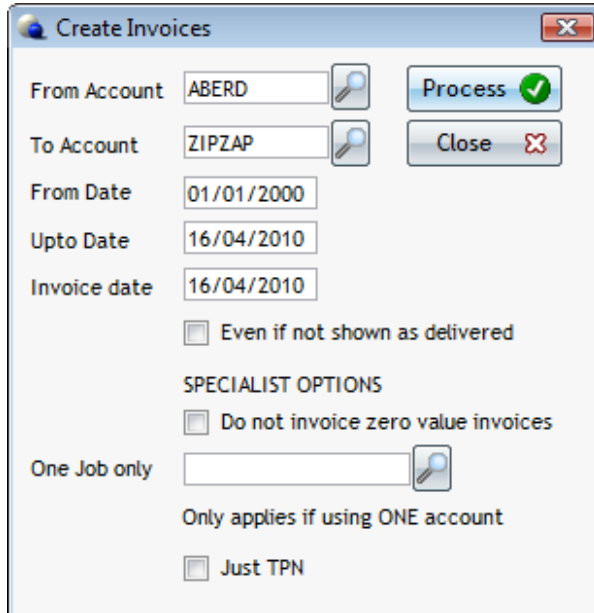
Enter the **Expiry Date**


Click **Save** to finish

Invoicing

Create Invoices

This option is for creating your invoices.



Click  to select a **From Account**

Click  to select a **To Account**

Enter the **From** and **Upto Date**

Enter the **Invoice Date**


If applicable, tick the following tick boxes:

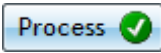
Even if not shown as delivered – this option invoices jobs even if they haven't been delivered

Do not Invoice zero value invoices – this option stops jobs with zero value from being invoiced.

Just TPN – this option is for if you only want to invoice TPN jobs only.

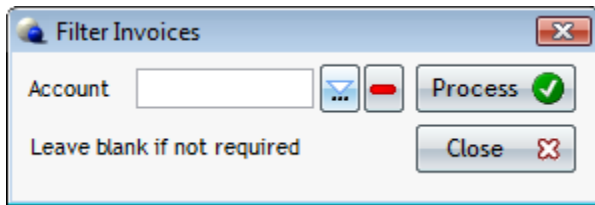
There is a separate option for **one job only** invoices:

Click  to select **One Job only** – Only applies if using **ONE** account

Click **Process**  to create your Invoices.

Browse Invoices

This option is for **viewing** the details of the created invoices.



You have **two** browse options:

To view **invoices** for a specific **account**, click  to select an **account**

You can **clear** the **account** box by clicking 

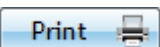
Or

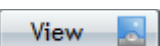
Leave **blank** to view all **Invoices**

Click the  **Process** button

Inv No	Date	Account	Name	Net	Vat	Gross	Nominal	Paid	Exported
30051	21/05/2010	JRICH	Jack Richards & Son L	550.00	96.25	646.25	4000	0.00	<input type="checkbox"/>
30050	19/05/2010	WOOD	WOODALL GROUP TRA	220.00	38.50	258.50	4000	0.00	<input type="checkbox"/>
30049	19/05/2010	WATER	EDEN SPRINGS	985.00	172.38	1,157.38	4000	0.00	<input type="checkbox"/>
30048	19/05/2010	THOMT	Thomson Trees	30.00	5.25	35.25	4000	0.00	<input type="checkbox"/>
30047	19/05/2010	THOMS	THOMPSON FREIGHT SI	245.00	42.88	287.88	4000	0.00	<input type="checkbox"/>
30046	19/05/2010	STEWR	STEWART ROSS	90.00	15.75	105.75	4000	0.00	<input type="checkbox"/>
30045	19/05/2010	SCOTRA	SCOTTRANS	45.00	7.88	52.88	4000	0.00	<input type="checkbox"/>
30044	19/05/2010	RHMILLF	R H MILLER LTD	380.00	66.50	446.50	4000	0.00	<input type="checkbox"/>
30043	19/05/2010	REVO	REVO TECHNOLOGIES	660.00	115.50	775.50	4000	0.00	<input type="checkbox"/>
30042	19/05/2010	POLL	Pollock Express Ltd	585.00	102.38	687.38	4000	0.00	<input type="checkbox"/>
30041	19/05/2010	OPALIO	OPALION PLASTICS LTI	1,455.00	254.63	1,709.63	4000	0.00	<input type="checkbox"/>
30040	19/05/2010	MURRA	MURRAY FARMCARE	45.00	7.88	52.88	4000	0.00	<input type="checkbox"/>
30039	19/05/2010	MGFT	MGF TRANSPORT LTD	106.00	18.55	124.55	4000	0.00	<input type="checkbox"/>
30038	19/05/2010	GARD	GARDINERS OF SCOTLA	130.00	22.75	152.75	4000	0.00	<input type="checkbox"/>
30037	19/05/2010	FOUNT	SLIMLITE DOUBLE GLA	1,738.50	304.24	2,042.74	4000	0.00	<input type="checkbox"/>
30036	19/05/2010	FEDER	EUROFRICTION LTD	1,877.00	328.48	2,205.48	4000	0.00	<input type="checkbox"/>
30035	19/05/2010	EUROG	EUROGATE INTERNATH	48.00	8.40	56.40	4000	0.00	<input type="checkbox"/>
30034	19/05/2010	DRYD	DRYDEN AQUA LTD	45.00	7.88	52.88	4000	0.00	<input type="checkbox"/>
30033	19/05/2010	DMCLAR	D M CLARKSON	100.00	17.50	117.50	4000	0.00	<input type="checkbox"/>
30032	19/05/2010	DKR	DKR AGRICULTURAL SE	80.00	14.00	94.00	4000	0.00	<input type="checkbox"/>

Select an **Invoice**

Click **Print**  to print the selected **Invoice**

Click **View**  to view the details of the selected **Invoice**

View invoice

Name: Jack Richards & Son Ltd Invoice: 30051

Address: 2 Garrood Drive Ind Est Date: 21/05/2010

Fakenham

Norfolk

Postcode: NR21 8NN

Buttons: Print, Ext inc, Extended, Close

Job No	Collection	Coll PC	Delivery	Description	Charge	VAT
1352	18/05/2010	PE14 7AW	19/05/2010	Collected PE14 7AW and delivered ML4 1	550.00	T1


Working in £ Fuel surcharge 0.00

2nd currency exchange 1.000000 Total Net 550.00

Total VAT 96.25

Total Gross 646.25

Click **Print**  to print a normal copy of the Invoice

Click **Extended**  to print preview an Invoice and then print in different formats.

Click **Ext Inc**  to print an Invoice.

Email Invoices

Use this option to **email** you **invoice(s)**.

Select the required **invoice**

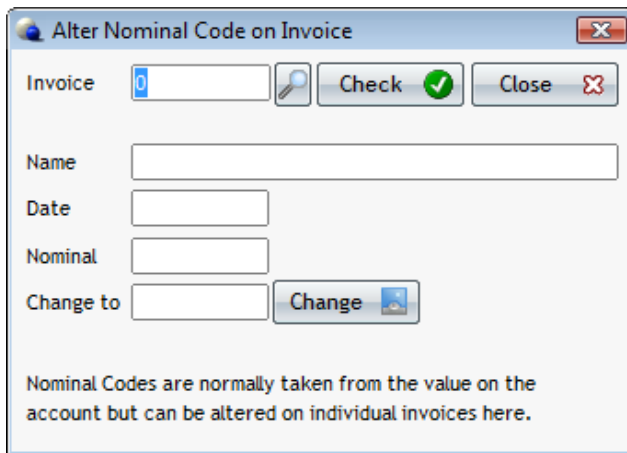
Click the **Email**  button.

To select more than one **invoice**, hold down the **Ctrl** key and click on **each** invoice you want to email.

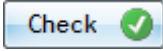
NOTE: In order for this to work, the account(s) must have a working email address in their details, (Setup, Accounts). And your email settings must be set in the Local Parameters, (Setup, Local Parameters).

Alter Nominal Code on Invoice

Nominal codes are normally taken from the value on the account but you can alter the code on individual invoices here prior to posting to Sage.



Click  to select **an Invoice**

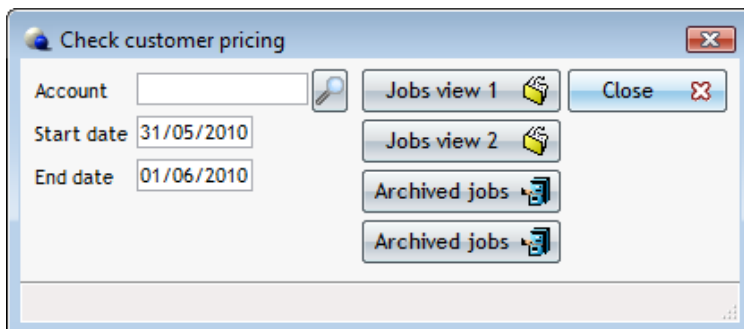
Click  **Check** to bring up the invoice details.

Enter the new Nominal Code in the Change to box

Click  **Change** to finish

Check Consignments

Use this option to see at a glance if consignments have been **priced** correctly.



Click  to select **an Account**

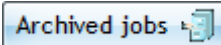
Enter the **date** range of consignments you want to view.

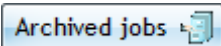
There are **four** view option buttons:

Click **Jobs View 1**  - **Filter by Collection date then account**

Click **Jobs View 2**  - **Filter by account then Collection date**

The next two are for **Archived Jobs Only**:

Click the **first Archived Jobs**  button - **Filter by Collection date then account**

Click the **second Archived Jobs**  button - **Filter by account then Collection date**

Report Consignments with Zero Charge

This option prints jobs set at zero rates



A screenshot of a dialog box titled "Jobs set at zero rates". It contains two date input fields: "Start Date" with the value "24/04/2010" and "End Date" with the value "01/06/2010". To the right of the "Start Date" field is a "Print" button with a printer icon. To the right of the "End Date" field is a "Close" button with a red 'X' icon.

Enter the **Date range**

Click **Print**  to print the report (Example below)

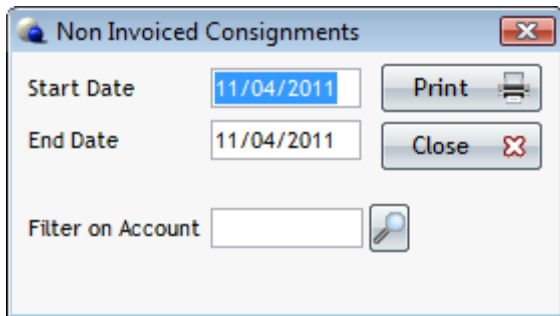
Zero Charges					01/06/2010
Zero priced jobs from 24/04/2010 to 01/06/2010					
Job	Date	Account Ref	From	To	
919	30/04/2010	TPN	Loanhead	BIRMINGHAM	
1003	05/05/2010	TPN	Darvel	PLYMOUTH	
1076	07/05/2010	TPN	Kilmarnock	READING	
1185	12/05/2010	TPN	Kilmarnock		
1186	12/05/2010	TPN	Irvine	MANCHESTER	
1242	13/05/2010	TPN	Loanhead	BLACKBURN	
1244	13/05/2010	TPN	IRVINE	KETTERING	
1353	18/05/2010	BHC	CARNWATH	GLASGOW	
1354	18/05/2010	BHC	CARNWATH	GLASGOW	
1423	20/05/2010	WITT	CHARNOCK RICHARD	RUTHERGLEN	
1491	24/05/2010	TPN	Strathaven		
1505	24/05/2010	DMCLAR	HULL	BIGGAR	
1521	25/05/2010	RJMUR	GLASGOW	BIRMINGHAM	
1543	26/05/2010	FAGAN	SWADLINCOTE	CHESTER	

Number: 14

The **Print Preview** screen will appear with the **report** ready to print.

Report Consignments not Invoiced

This option prints jobs that have not been invoiced.



Non Invoiced Consignments


Start Date: 11/04/2011

End Date: 11/04/2011

Filter on Account:

Buttons: Print, Close

Enter the **Date range**

If Required, Click  to select an **Account** to use as a **Filter**.

Click **Print**  to print the report (Example below)

Non Invoiced Consignments							
21/03/2011 to 11/04/2011							
Job	Date	Account Ref	From	To	Charge	Customers ref	Docket
7200	21/03/2011	OPALIO			50.00		
7201	21/03/2011	OPALIO			40.00		
7202	21/03/2011	OPALIO			56.00		
Consignments: 3					146.00		

Received Payment

Allocate payments against invoices in this section.

The screenshot shows a 'Receive payment' dialog box with the following fields and values:

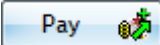
Invoice	0	Close
Account		
Date		
Net	0.00	
Prepaid	0.00	w/o VAT
Outstanding	0.00	
Invoice total	0.00	
Date received	01/06/2010	
Payment received	0.00	Pay

Click  to select **an Invoice**

The invoice details will populate the boxes.

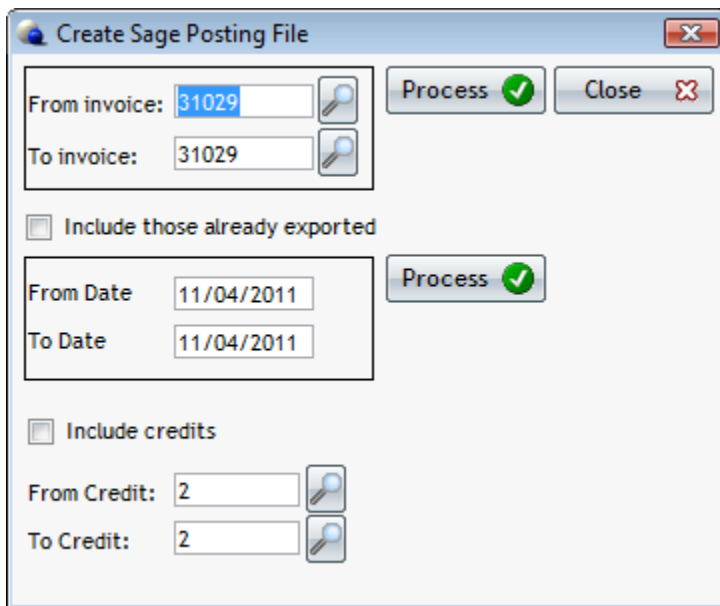
Enter the **Payment Received Date**

Enter the **Payment Amount Received**

Click **Pay**  to finish

Create Sage Posting File

Select this option to create a **CSV file** in the format ready to import into **Sage**.



There are **two** ways you can create the **Sage Posting File**:

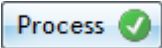
- **By Invoice Number Range**
- **By Invoice Date Range**

Click  to select an **Invoice Number or Date Range**

If applicable, Tick the **Include Already Exported** tick box.

If you want to **include Credits** as well, Tick the **Include Credits** tick box.

Click  to select a **Credit Note Range**.

Depending on which **method** you have **used**, click the **first Process**  button for **Number** range or **the second** for **date** range to create the **Sage file**.

The **Sage file** will then be **saved** to the location **specified** in the **Local Parameters**.

Browse Credit Notes

Create and browse **credit notes** from here.

Number	Date	Accref	Name	Net	Vat	Gross	Nominal
1	26/05/2010	COULT	HAYTON COULTHARD TRANSPOR	58.50	10.24	68.74	4000

Click on **New** to add a new record or **Modify** to alter the highlighted record.

Credit number: Allocated after saving Posted

Credit Date: Credit printed

Account: Credit paid

Name: Euro exchange rate:

Address 1: Nominal Code:

Address 2:

Address 3: Net:

Address 4: Vat: VAT %age:

Postcode: Gross:

Details:

Click to select an **Account**

If Applicable, enter the Euro Exchange rate and Nominal Code

Enter the **Net Cost**

The **VAT** and **Gross Cost** will populate by itself

If required, click to select a **VAT Code**

Enter the **Details** of the **Credit Note** in the details box.

Click **OK** to finish

To print the **Credit Note**, **Highlight** the **record** and click **Print** .

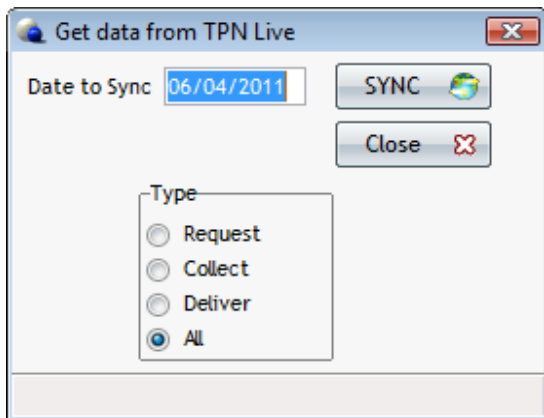
Networks

This Menu will be greyed out if you are not a TPN User.

TPN Live

Sync Loadmaster with TPN Live

NOT CURRENTLY FUNCTIONAL



Enter the **Date** you wish to **Sync** too

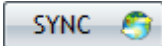
If required, select the **type** of consignments you wish to get:

Request – exports consignments where you are the Requester

Collect– exports consignments where you are the Collector

Deliver– exports consignments where you are the Deliverer

All – exports all consignments

Click **SYNC**  to finish

TPN Live Online

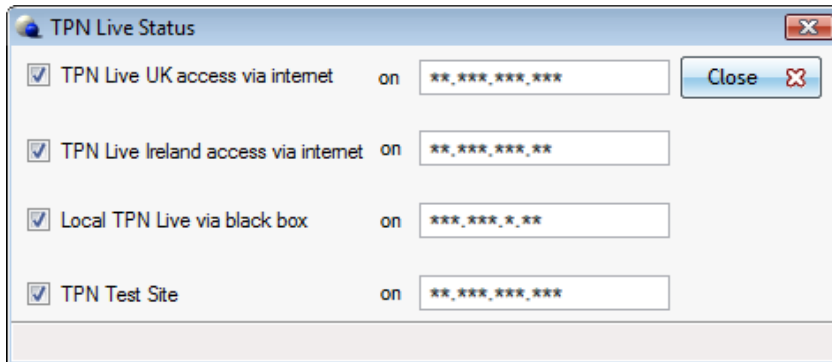
This option opens up the TPN Live website into your browser, this website requires Internet explorer 7 or above.

TPN Live Offline

This option opens up the TPN Live offline website (Local Depot Box) into your browser, this website requires Internet explorer 7 or above.

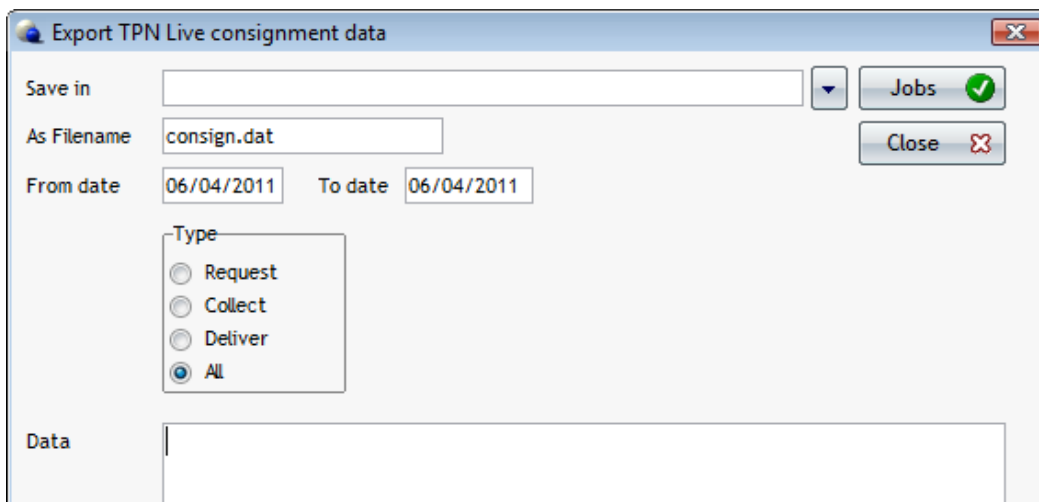
TPN Live Status

This option shows the access IP numbers.



Export Consignments to file

This function is for **exporting** consignments between certain **dates** and of different **type** if required.



Click  to **select** the **location** you wish to **save** the file too

Enter the **Date range**

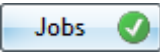
If required, select the **type** of consignments you wish to export:

Request – exports consignments where you are the Requester

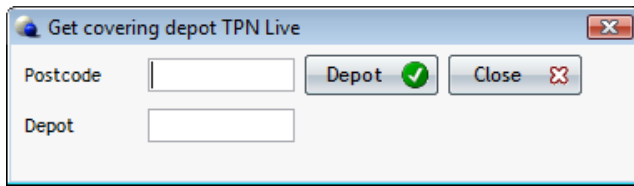
Collect– exports consignments where you are the Collector

Deliver– exports consignments where you are the Deliverer


All – exports all consignments

Click **Jobs**  to finish

Get covering depot from Postcode



Enter a postcode

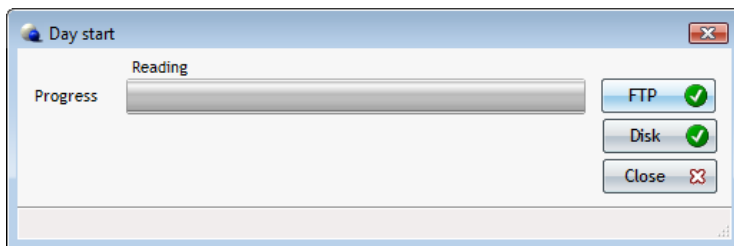
Click **Depot**  to find out the covering depot

TPN Legacy System

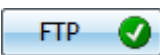
Day Start

The **Day start** option allows you to retrieve POD information and Gazetteer Updates from the local depot.

Providing the correct details are set in the Parameters there should be no problems.



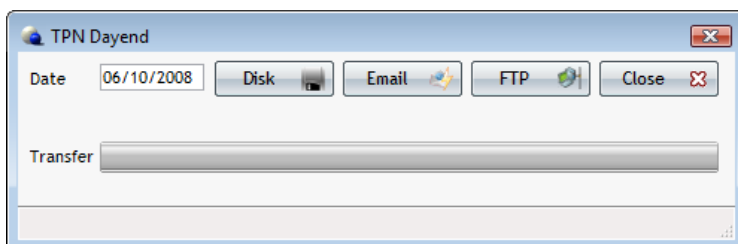
There are **two** options you can use:

Click **FTP**  to use a FTP Server

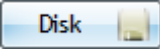
Click **Disk**  to use a file from the Local disk, Flash drive, etc

Day End

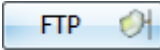
The Day End option exports your consignments to a file for your collecting depot.



There are **three** options to where the data can be exported:

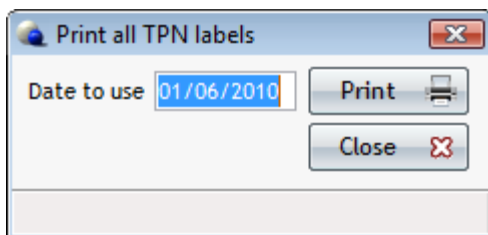
Click **Disk**  to use a file from the Local disk, Flash drive, etc

Click **Email**  to send the file by email

Click **FTP**  to use a FTP Server

Print all Labels for date

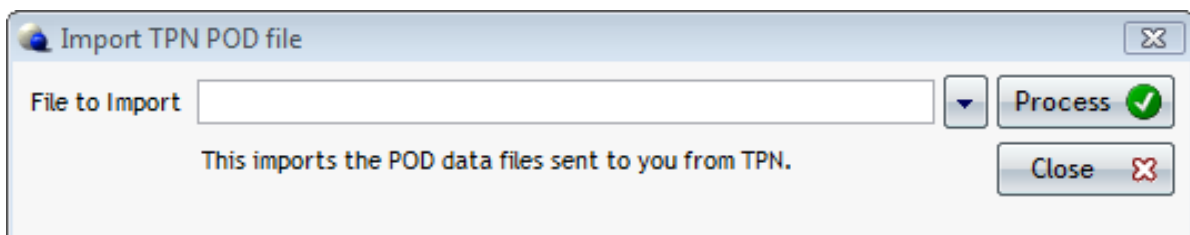
Enter the **date** of **labels** you want to print



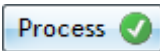
Click **Print**  to start the printing

Import PODs from TPN Depots

This will import the POD data files sent to you from TPN

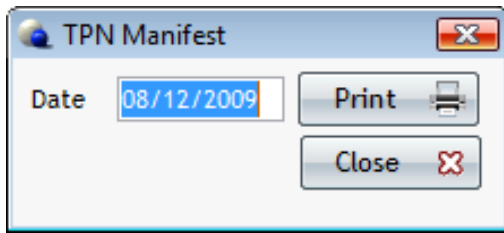


Click  to select a **data file**

Click **Process**  to finish

Manifest

Enter the date of the Manifest you want to print



The image shows a Windows-style dialog box titled "TPN Manifest". It has a standard title bar with a close button. Inside the dialog, there is a text input field labeled "Date" containing the text "08/12/2009". To the right of the input field are two buttons: "Print" with a printer icon and "Close" with a red 'X' icon.

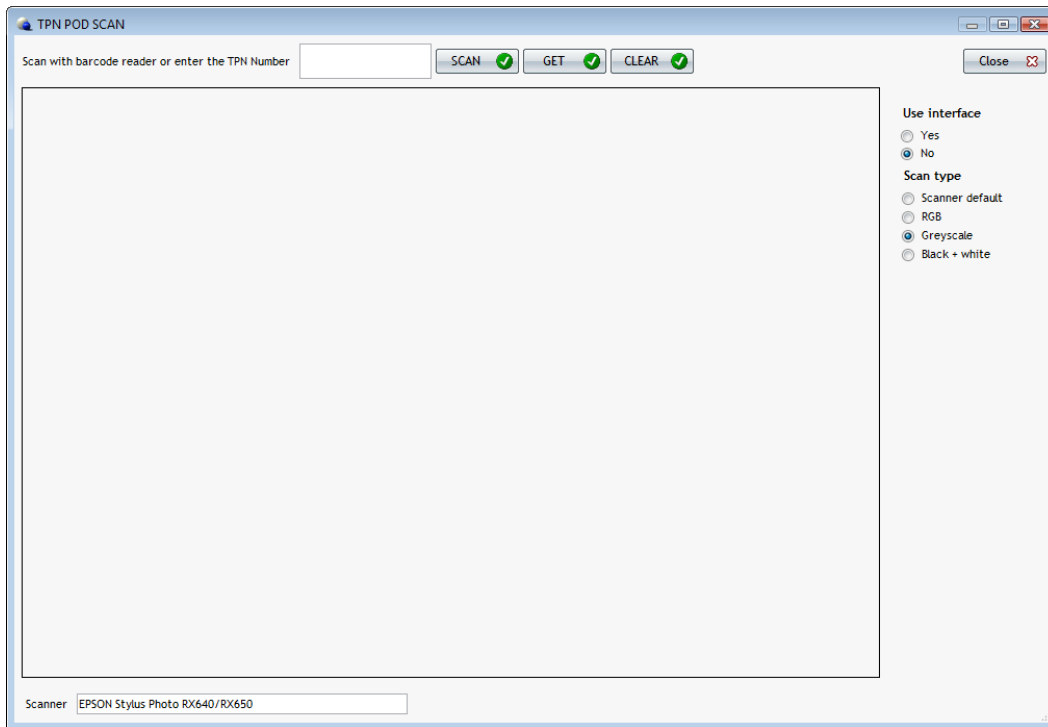
Click **Print**  and the **manifest** will display in print preview, ready to print.

Example TPN Manifest below:

TPN Manifest											
TPN Manifest for 22/01/2009											
Docket	Account Ref	Town	Delivery	TPN delivery depot	Quarter	Half	Full	Half	Oversize	TPN	
9	ABBEY	UNCOLN	LN6 SUB	086	1	0	0	0	0	ND	
10	ACB NTER	UNCOLN	LN6 SUB	086	0	1	0	0	0	AM	
11	ACC1	UNCOLN	LN6 SUB	086	1	0	0	0	0	ND	
12	28BLACKL	UNCOLN	LN6 SUB	086	1	0	0	0	0	ND	
13	28BLACKL	UNCOLN	LN6 OLS	086	1	0	0	0	0	ND	
Consignments: 5					4	1	0	0	0		

Scan TPN Notes

Scan with your barcode reader or enter the TPN number.



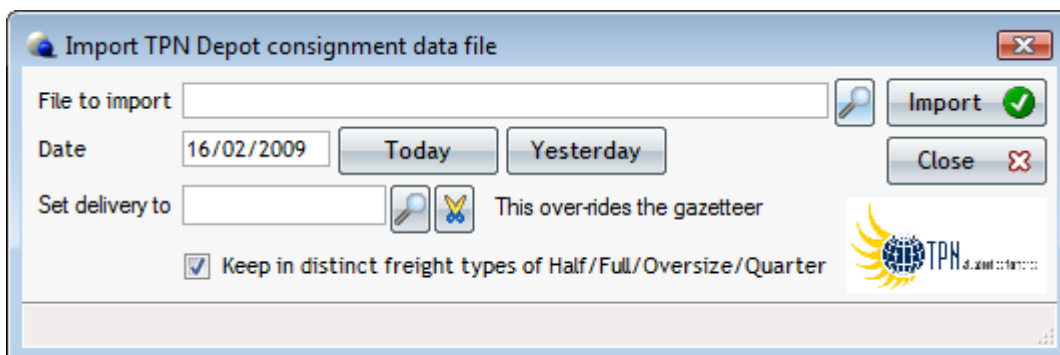
Click the **Scan**  button to scan a **POD**.

Click the **Get**  Button to retrieve an existing **POD**

Click the **Clear**  button to **clear** the screen.

Import Deliveries

Importing a TPN **depot consignment data file** will **over-ride** the **gazetteer**.




Click  to select a **data file**

Enter the **Date**

Click  to select **Set Delivery to** (Driver)

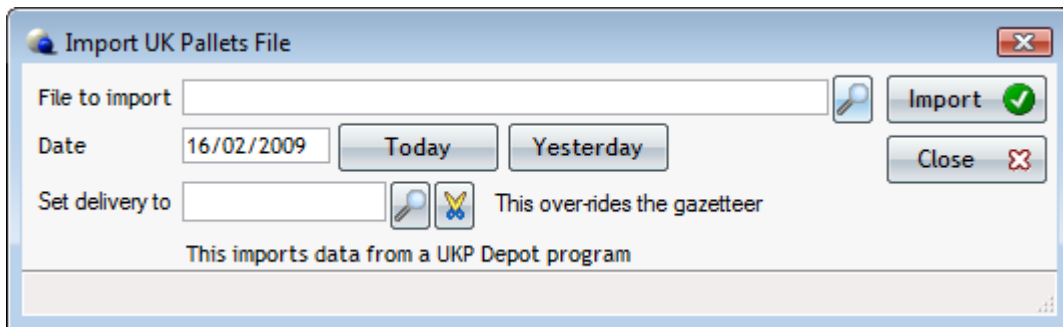
If applicable, tick the **Keep in distinct freight types** tick box.

Click **Import**  to finish

UK Pallets

Import date File

This will over-ride the gazetteer.



(This Imports date from a UKP Depot Program)

Click  to select a **data file**

Enter the **Date**

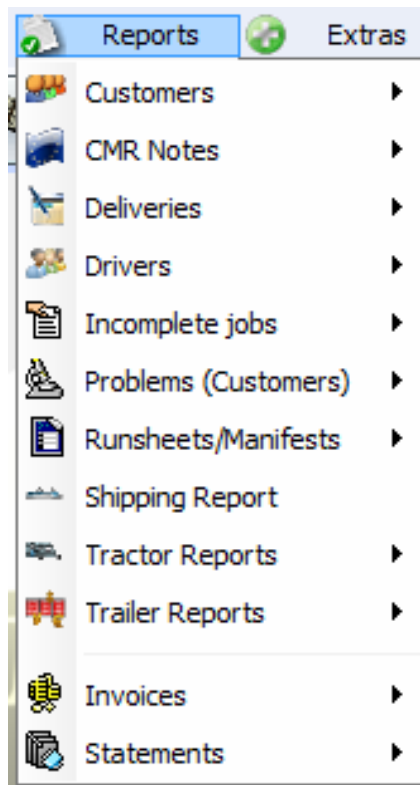
Click  to select **Set Delivery to** (Driver)

Click **Import**  to finish

Fedex

NOT CURRENTLY FUNCTIONAL

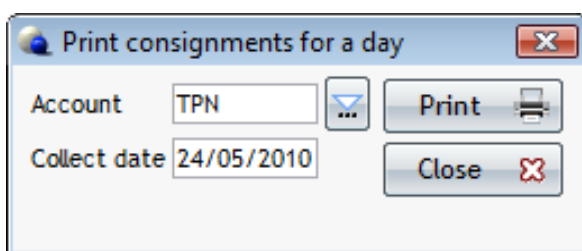
Chapter Four – Reports Menu



Customers

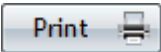
Print Consignments

This option is for printing consignments for a customer for a specific date



Click  to select an **account**

Enter the **collect date** you wish to view

Click **Print**  to bring up the report in print preview

Example below:

Consignments for 24/05/2010										08/06/2010
TPN										
Customers ref	Job	Collecting	Delivery name	Address	Postcode	pallet				
1	1468		MRS HOUSTON	25 HOYLE CRESCENT	KA18 1RX	0	0	0	0	0
NEW YORK	1492		VANGUARD 1 MIFT	WESTINGHOUSE ROA	M17 1DP	0	0	0	0	0
re-route	1489		SCOTTISH POWER	ST ANDREWS WWTW	KY16 8PN	0	0	0	0	0
YORKSHIRE PURCH	1491		YORKSHIRE PURCHASING	C/O D EPOT 011	YO60 7JX	0	0	0	0	0
Number :						4				

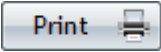
POD Report

This option is for producing a POD report for a specific customer and data range.

Click  to select an **account**

Enter the **Start/End date** you wish to view

Tick the **No information only** tick box if required. (Meaning only PODS with no information will be shown)

Click **Print**  to bring up the report in print preview

Example below:

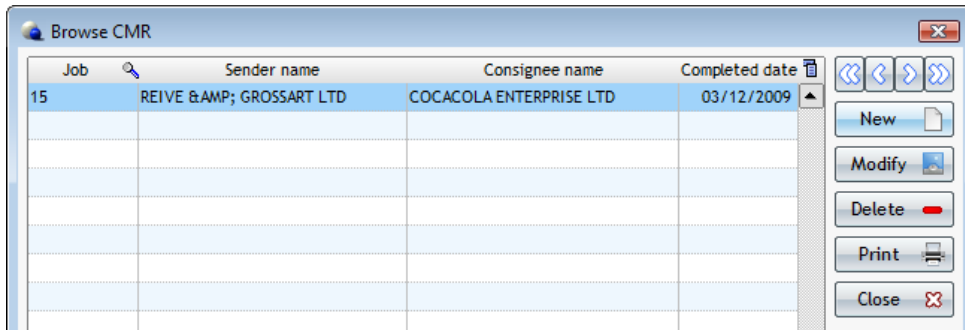
POD report for account TPN between 23/05/2010 to 25/05/2010

Col Date	Docket	Cust ref	Implant ID	Delivery name	Town/place	Area/PC	Signed by	Del Date	Date signed	Time
24/05/2010	1468	1		MRS HOUSTON	CUMNOCK	KA18 1RX		25/05/2010	_/_/	_::_
24/05/2010	1489	re-route		SCOTTISH POWER	ST ANDREWS	KY16 8PN		25/05/2010	_/_/	_::_
24/05/2010	1492	NEW YORK		VANGUARD 1 MIFT	MANCHESTER	M17 1DP		25/05/2010	_/_/	_::_
24/05/2010	1491	YORKSHIRE		YORKSHIRE PURCHASI		YO60 7JX		25/05/2010	_/_/	_::_

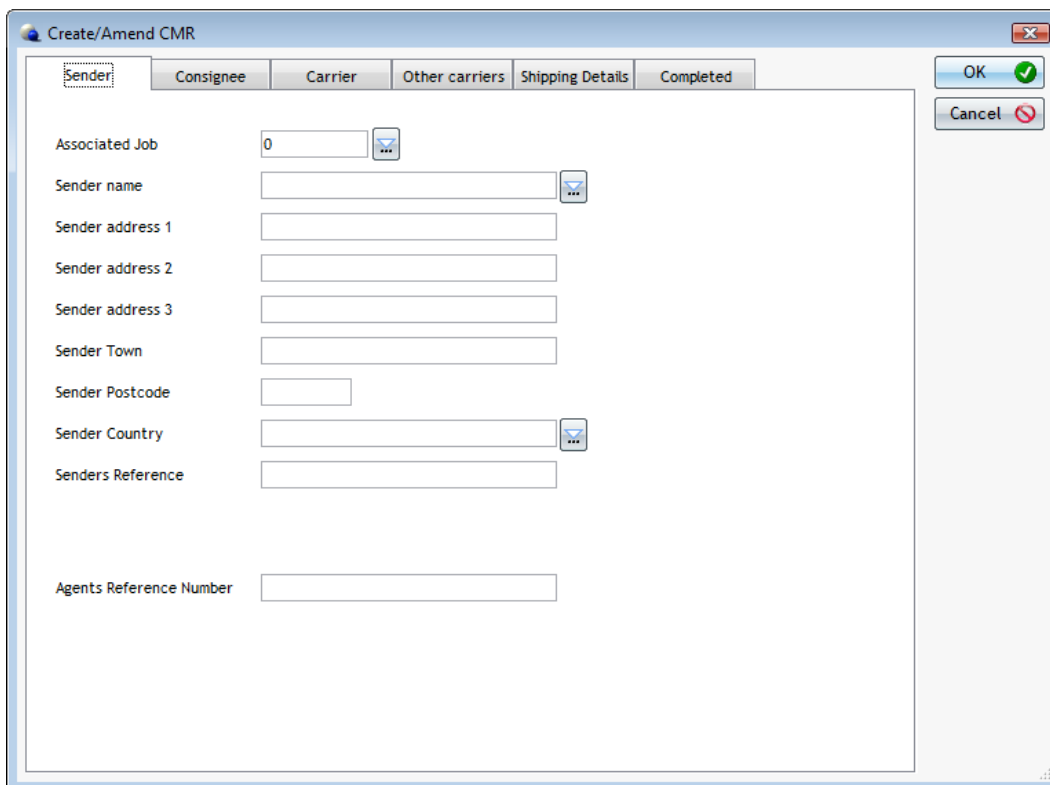
Number : 4

CMR Notes

The CMR note is an **International Consignment Note** (a consignment note for movements by road transport, this is a non-negotiable document)



Click on **New** to add a new record or **Modify** to alter the highlighted record.



Associated Job: 0

Sender name: [Text Field]

Sender address 1: [Text Field]

Sender address 2: [Text Field]

Sender address 3: [Text Field]

Sender Town: [Text Field]


Sender Postcode: [Text Field]

Sender Country: [Dropdown Menu]

Senders Reference: [Text Field]

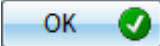
Agents Reference Number: [Text Field]

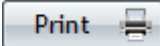
Buttons: OK, Cancel

Click  to select an **associated job**

A lot of the information will be automatically filled in with the consignments information.

Work through all the tabs to enter any missing information (the tabs are: Sender, Consignee, Carrier, Other Carriers, Shipping Details, and Completed).

Click **OK**  to finish.

To print a CMR note, select the record and click the **print**  button.

Example CMR note below:

COPY 1 SENDER
COPY 2 CONSIGNEE
COPY 3 CARRIER

LETRE DDE VOITURE INTERNATIONALE CMR INTERNATIONAL CONSIGNMENT NOTE

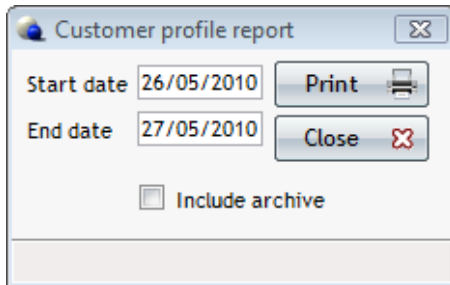
Sender (name, address, country) Expéditeur (nom, adresse, pays) 1		Sender's/agent's reference Reference de l'expéditeur/de l'agent 23	
Consignee (name, address, country) Destinataire (nom, adresse, pays) 4		Carrier (name, address, country) Transporteur (nom, adresse, pays) 5	
Place & date taking over the goods (place, country date) Lieu et date de la prise en charge des marchandises (lieu, pays, date) 6		Successive carriers Transporteurs successifs 7	
Place designated for delivery of goods (place, country) Lieu prévu pour la livraison des marchandises (lieu, pays) 8		This carriage is subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the international Carriage of Goods by Road (CMR) Ce transport est soumis nonobstant toute clause contraire à la Convention Relative au Contract de Transport International de Marchandises par Route (CMR)	
Shipping marks; no & kind of packages; description of goods* Marques et nos; no et nature des colis; designation des Marchandises* 9		Gross Weight (kg) Poids brut (kg) 10	Volume (m3) Cubage (m3) 11
Carriage charges Prix de transport 12		Senders instruction for customs etc... Instruction de l'expéditeur (optional) 13	
Reservations Reserves 14	Document attached Documents annexes (optional) 15		
	Special agreements Conventions particulières (optional) 16		
Goods received Marchandises reçues 17	Signature of carrier Signature du transporteur 18		Company completing this note Société émettrice 19
	Place and date; signature Lieu et date, signature 20		

SENDER

Deliveries

Customer Deliveries

This option is for viewing the total figures of deliveries for a date range.



Customer profile report

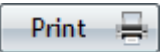
Start date: 26/05/2010 [Print]

End date: 27/05/2010 [Close]

Include archive

Enter the **Start/End date** you wish to view between

Tick the **Include archive** tick box if you wish to include consignments which have already been archived.

Click **Print**  to bring up the report in print preview

Example below:

Customer figures between 26/05/2010 and 27/05/2010 08/06/2010

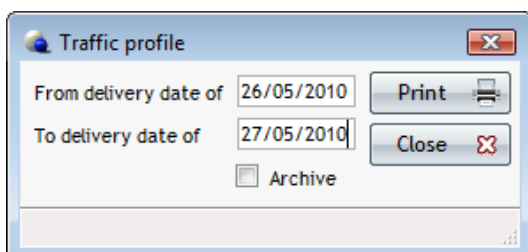
1 / 1

	Deliveries	pallet				
BBCM	1	0	0	0	0	0
COULT	19	50	0	0	0	0
DIESE	1	0	0	0	0	0
FAGAN	1	26	0	0	0	0
FEDE R	2	0	0	0	0	0
FOUNT	3	0	0	0	0	0
GARD	1	0	0	0	0	0
MMAC	1	0	0	0	0	0
OPALIO	3	0	0	0	0	0
POLL	1	26	0	0	0	0
RJMUR	1	26	0	0	0	0
TPN	2	0	0	0	0	0

Number: 36

Traffic Office Figures

This option is for viewing the breakdown of drops and freight types per driver.



Traffic profile

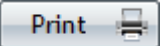
From delivery date of: 26/05/2010 [Print]

To delivery date of: 27/05/2010 [Close]

Archive

Enter the **From/to date** you wish to view between

Tick the **Include archive** tick box if you wish to include consignments which have already been archived.

Click **Print**  to bring up the report in print preview

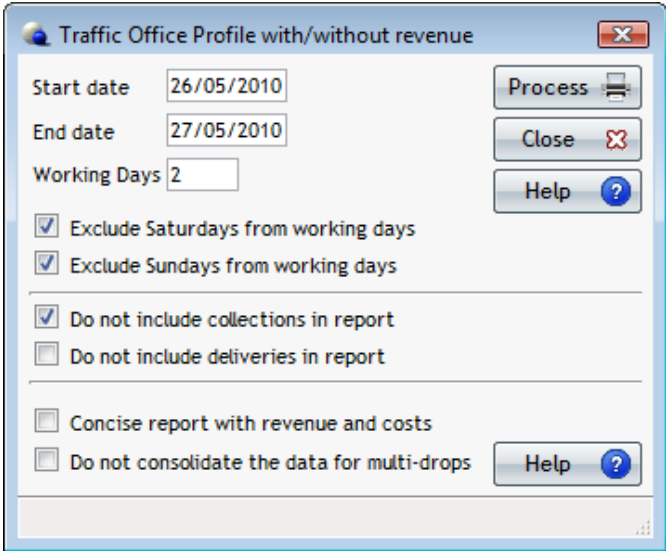
Example below:

Delivery profile between 26/05/2010 - 27/05/2010 1 / 1

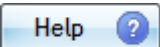
Route	Drops	pallet			
DREW	3	76	0	0	0
SAM	2	52	0	0	0
TPN	31	0	0	0	0
Totals :	36	128	0	0	0

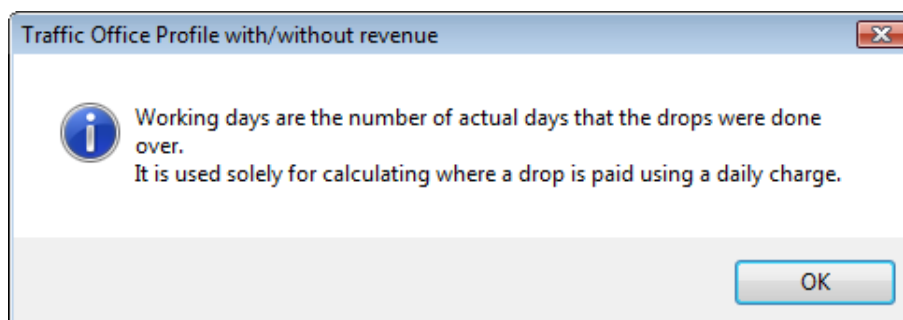
Traffic Profile with Revenue

This option produces a report showing costs per depot/driver



Enter the **Start/End date** you wish to view between

The **Working days** box will be automatically filled in both dates have been entered – click the top **Help**  button to find out what this is for:

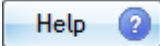


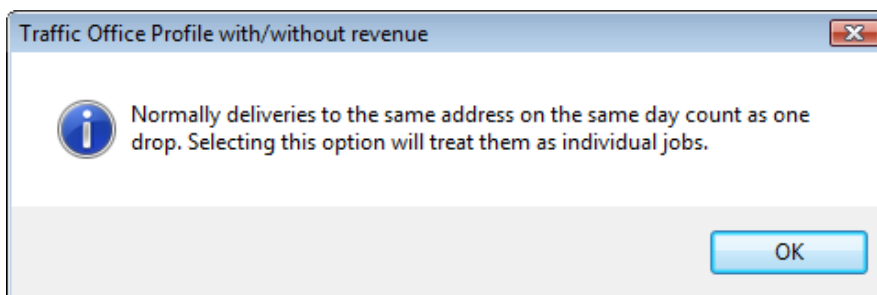
There are **Six** tick box options, tick the ones you **require**:

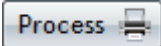
Exclude Saturdays from Working days
 Exclude Sundays from Working days

Do not include collections in report
 Do not include deliveries in report

Concise report with revenue and costs
 Do not consolidate the data for multi-drops

To find out what the last tick box is for, click the bottom **Help**  button to find out what this means:



Click **Process**  to bring up the report in print preview

Example below:

Traffic Office Figure Sheet between 27/05/2010 and 27/05/2010

1 / 1

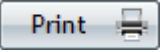
Name	Docket	Drops	pallet				
DREW							
27/05/2010	1541	1	26	0	0	0	0
	Consignments	1	1	26	0	0	0
SAM							
27/05/2010	1543	1	26	0	0	0	0
	Consignments	1	1	26	0	0	0
TPN							
27/05/2010	1534	1	0	0	0	0	0
27/05/2010	1535	1	0	0	0	0	0
27/05/2010	1536	1	0	0	0	0	0
27/05/2010	1537	1	0	0	0	0	0
27/05/2010	1538	1	0	0	0	0	0
27/05/2010	1539	1	0	0	0	0	0
27/05/2010	1540	1	0	0	0	0	0
27/05/2010	1542	1	0	0	0	0	0
	Consignments	8	8	0	0	0	0

Deliveries between Dates

This option produces a report showing drops and types for each depot\driver between a date range.

Enter the **Start/End date** you wish to view between

Tick the **Include archive** tick box if you wish to include consignments which have already been archived.

Click **Print**  to bring up the report in print preview

Example below:

Deliveries between 27/05/2010 - 27/05/2010

DREW

Cons	Delivery	Account	Delivery name	pallet				Charge
1541	27/05/2010	POLL	Simpac	26	0	0	0	0.00
				26	0	0	0	0.00

SAM

Cons	Delivery	Account	Delivery name	pallet				Charge
1543	27/05/2010	FAGAN	Quinn Glass Ltd	26	0	0	0	0.00
				26	0	0	0	0.00

TPN

Cons	Delivery	Account	Delivery name	pallet				Charge
1537	27/05/2010	COULT	JOURNEYS FR	0	0	0	0	0.00
1538	27/05/2010	COULT	3663 CD-ROYT	0	0	0	0	0.00
1539	27/05/2010	COULT	DEPARTMENT	0	0	0	0	0.00
1540	27/05/2010	COULT	JOURNEYS FR	0	0	0	0	0.00
1536	27/05/2010	COULT	3663 CD - ROY	0	0	0	0	0.00
1535	27/05/2010	COULT	LAWRENCE P	0	0	0	0	0.00
1542	27/05/2010	COULT	RAF LAKENHE	0	0	0	0	0.00
1534	27/05/2010	COULT	EDWARDS BE	0	0	0	0	0.00
				0	0	0	0	0.00

Drivers

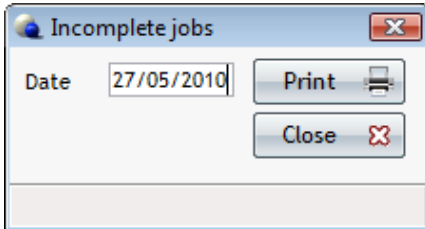
This is just a simple report showing the driver listing, example shown below:

Drivers				08/06/2010
Driver Listing				
ID	Description	Tractor unit	Trailer number	
ALEC	SF54 CKL	SF54 CKL		
DREW	SF54 CKN	SF54 CKN		
JOCK	T120 ALR	T120 ALR		

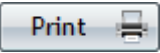
Incomplete Jobs

For One day

This option produces a report which shows all incomplete jobs for a specific date.



Enter the **Date** you wish to view

Click **Print**  to bring up the report in print preview

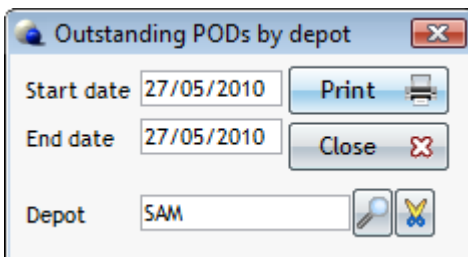
Example Below:

Incomplete jobs for 27/05/2010						08/06/2010
Time	Docket	Name	Postoode	Message	Coll/Deliv	
1534	1534	EDWARDS BEER & MINER	LU7 4SH	Delivery	TPN	
1535	1535	LAWRENCE PHILIPPE WIN	CM2 7LE	Delivery	TPN	
1536	1536	3683 CD - ROYTON	OL2 6LG	Delivery	TPN	
1537	1537	JOURNEYS FRIEND LEEDS	LS1 4DY	Delivery	TPN	
1538	1538	3683 CD-ROYTON	OL2 6JG	Delivery	TPN	
1539	1539	DEPARTMENT OF THE AR	IP27 9PN	Delivery	TPN	
1540	1540	JOURNEYS FRIEND	NE1 5DL	Delivery	TPN	
1542	1542	RAF LAKENHEATH-DODAA	IP27	Delivery	TPN	
09:00 AM	1541	Simpac	G46 8NL	Delivery	DREW	
10:14 AM	1543	Quinn Glass Ltd	CH2 4LF	Delivery	SAM	


Items : 10

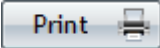
Outstanding PODs from depots

This option produces a report showing what PODs are still due.



Enter the **Date** you wish to view

Click  to select an **account** if you only wish to view outstanding **PODs** for one particular **depot**.

Click **Print**  to bring up the report in print preview

Example below with an account selected:

Consignments waiting for Proof of Delivery

Delivering SAM

Docket	Cust ref	Implant No.	Acc Ref	Delivered	Name	Town/Place	Problem
1543	dan	370506	FAGAN	27/05/2010	Quinn Glass Ltd	CHESTER	

Number: 1

Problems (Customers)

This option is for printing a report of outstanding customer **problems**.

Outstanding problems 17/11/2010

Number	Date	Account Ref	Collection name	Delivery name	Problem
4,720	11/05/2010	COULT	test	test	test

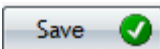
Number: 1

To enter a **problem**, open the **consignment entry** screen of the selected consignment and select the **POD** tab.

Tick the **Problem** tick box

Problem

Enter the **details** of the problem

Click **Save**  to finish

This Problem will now show in this report.

Runsheets/Manifests

Print Runsheet/Manifest

The screenshot shows a dialog box titled "Print Runsheets/Manifests". At the top, there is an "ID" field containing "ALEC" and a "Print" button. Below this are "From date" (05/11/2010) and "To Date" (17/11/2010) fields, each with a "redo" icon and a "redo last" icon. A list of checkboxes follows: "Don't include collections", "Don't include deliveries", "Only consider implant", "Include items shown as collected already", "Include items shown as delivered already", "Include Multidrops", and "Add legs". At the bottom right, there is a "Redo last" button with a "redo last" icon.

Click  to select a driver **ID**

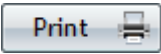
Enter the **From/to date** you wish to view between

Click  to put the **date** forward a day

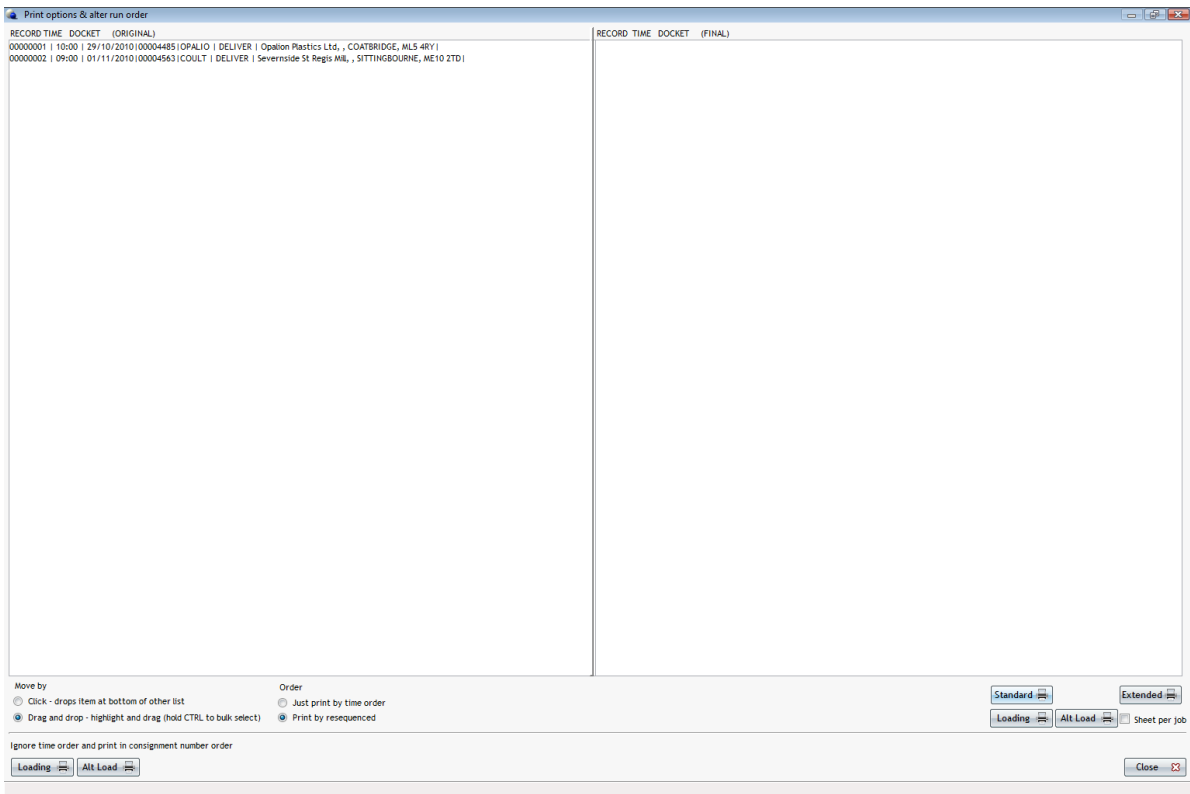
Click  to set the **to date** to the same as the **from date**

There are **Seven** tick box options, tick the ones you **require**:

- Don't Include Collections
- Don't Include Deliveries
- Only Consider Implant
- Include Items Shown as Collected Already
- Include Items Shown as Delivered Already
- Include Multidrops
- Add Legs

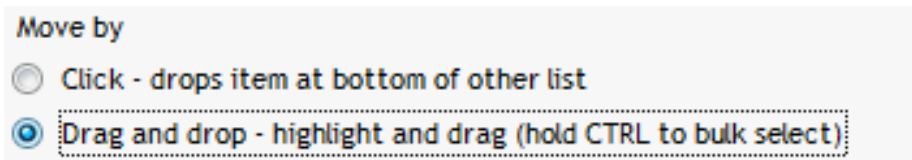
Click **Print**  to bring up the **print options/run order screen**

To use the previous settings you used before, click the **Redo last**  button.



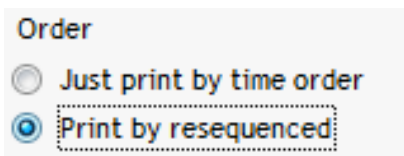
This screen is for altering the run order and selecting the print options for runsheets and manifests.

First step is to choose whether you want to use the mouse click option of moving items across or if you want to use the drag and drop options.



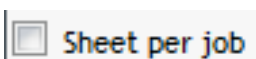
After you have chosen, move the items to the order you wish.

Second step is to choose which order you want to print in; you have the choice of print by resequenced or just print by time order.




Last step is to choose the printing option:

If required, tick the **Sheet per job** tick box, this is for printing one job to one runsheet.



Click  to print a standard runsheet

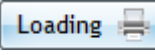
Runsheet for ALEC - 29/10/2010 - 17/11/2010

Time : 09:00 AM	Docket no : 4563	370828	 00004563 received in good condition Signature : Print name : Time :
Sender A/C: COULT	Ref: w06535	Date: 29/10/2010	
To Name :		Delivery	
Address 1 :			
Address 2 :			
Address 3 :			
Address 4 : SITTINGBOURNE			
pallet : 26	Type 2 : 0	Type 3 : 0	Type 4 : 0
Remarks :			Done []

Click  to print a extended runsheet

Runsheet for ALEC - 17/11/2010

Time : 09:00 AM	Docket no : 4563	370828		
Sender A/C COULT	Ref: w06535	Type: Delivery	Time delivered :	Done []
Name :		Phone :		
Address 1 :		Contact :		
Address 2 :		Items : 26	Weight : 0	
Address 3 :		pallet : 26	Type 2 : 0	Type 3 : 0
Address 4 : SITTINGBOURNE		Type 4 : 0		
Postcode :				
Remark 1 :				
Remark 2 :				
Remark 3 :				
Remark 4 :				
Message : Delivery		Sent: 29/10/2010		

Click  to print a loading sheet in time order

17/11/2010	Reive & Grossart Ltd, Exhibition Garage, Gattiside Road, Abington, Leamington, N.L.12 4SD Telephone: 01824 522 400/522 404 Fax: 01824 522 404 ALEC (P54) (N1)	ALEC
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Manifest

Item	Job	Account	Customers ref	Type	Name	Postcode	Contact	Items	Weight	Signature
1	4485	OPALIO		Delivery	Opalio (Preston) Ltd 111-115, Parkway Street COATBRIDGE			26		Name Sign
2	4563	COULT	w06535	Delivery	Reive & Grossart Ltd Exhibition Garage Gattiside Road Abington SITTINGBOURNE			26		Name Sign

Click  to print a loading sheet in time order including Multidrops

17/11/2010	Reive & Grossart Ltd, Exhibition Centre, Gifford Road, Abingdon, Leamington, W12 4SD Telephone: 01864 922 426/522 Fax: 01864 922 494 ALEC 954 (X)	ALEC
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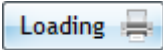
Manifest

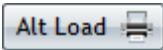
Item	Job	Account	Customers Ref	Type	Name	Remarks	Items	Weight	Signature
1	4485	OPALIO		Delivery	Opalton Plastics Ltd 9-11 Palaceway Street COATBRIDGE		26		Name Sign
2	4563	COULT	w06535	Delivery	Sevenside St Regis Mill Kewbury Mill Kewbury SITTINGBOURNE		26		Name Sign

OR

Ignore time order and print in consignment number order



Click  to print a loading sheet in consignment number order instead of time order.

Click  to print a loading sheet in consignment number order including Multidrops

Resequenced reprints

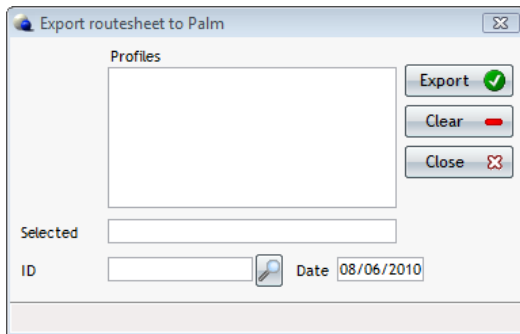
This menu has **three** options:

- Last resequenced runsheet
- Last resequenced extended runsheet
- Last resequenced loadsheet

These options are for reprinting the last runsheet/loadsheet.

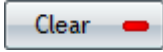
Send Run to a Palm Device


This option is for Hot Syncing to a palm device if you have one.



Select the **Profile** from the list

Click  to select a driver **ID**

Click  to **clear** what's in the **selected** box and start again

Click  to send the information.

Shipping Report

This is a basic report which shows your shipping routes details.

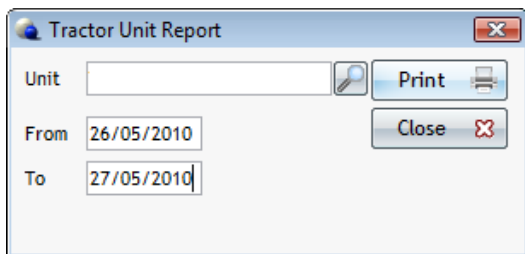
Shipping		09/06/2010				
Shipping Report						
Name	From	To	Time	Cost	Surcharge	
P & D	LARNE	CAIRNRYAN	04:15 AM	130.00	0.00	
P & D	LARNE	CAIRNRYAN	07:30 AM	130.00	0.00	
P & D	LINCOLN	LUTON	12:00 PM	130.00	30.00	
P & D	LINCOLN	LUTON	02:00 PM	125.00	40.00	
ISLE OF WIGHT FERRY	SOUTHAMPTON	SHANKLIN	04:00 PM	0.00	0.00	

Number : 5



1/1


Tractor Reports

Tractor Unit Jobs Report




Tractor Unit Report


Unit  

From 

To

Click  to select a **Unit**

Enter the **From/to date** you wish to view between

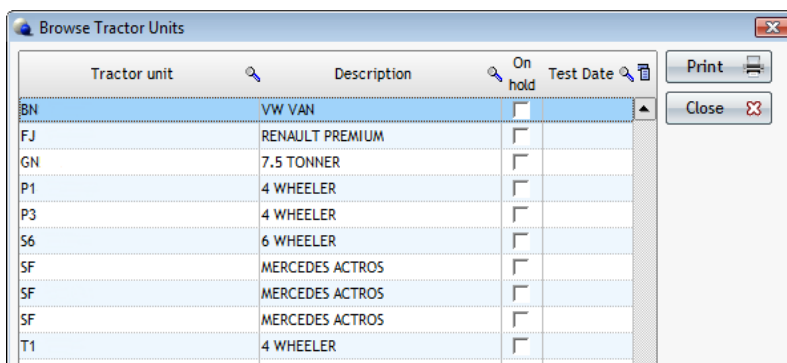
Click **Print**  to bring up the report in print preview

Example Below:

Tractor			
Tractor Unit Report			
Collection date	Account Ref	Job	Details
05/11/2010		+	COLLECT
05/18/2010		+	COLLECT
05/18/2010		+	COLLECT
05/21/2010		+	COLLECT
05/21/2010		+	COLLECT
05/24/2010		+	COLLECT
05/24/2010		+	COLLECT
Items :		7	


Tractor Unit Inspection Report


This option is for printing out **Inspection report forms**




Browse Tractor Units

Tractor unit	Description	On hold	Test Date
BN	VW VAN	<input type="checkbox"/>	
FJ	RENAULT PREMIUM	<input type="checkbox"/>	
GN	7.5 TONNER	<input type="checkbox"/>	
P1	4 WHEELER	<input type="checkbox"/>	
P3	4 WHEELER	<input type="checkbox"/>	
S6	6 WHEELER	<input type="checkbox"/>	
SF	MERCEDES ACTROS	<input type="checkbox"/>	
SF	MERCEDES ACTROS	<input type="checkbox"/>	
SF	MERCEDES ACTROS	<input type="checkbox"/>	
T1	4 WHEELER	<input type="checkbox"/>	



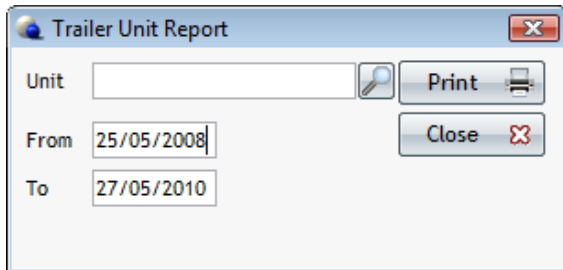


Highlight the **Tractor Unit**


Click **Print**  to finish

Trailer Reports

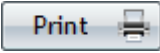
Trailer Listing



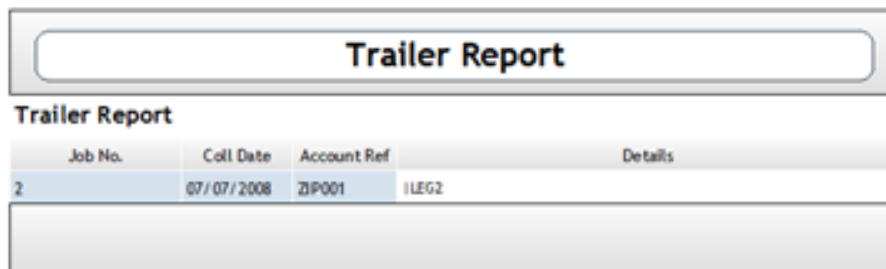
The screenshot shows a dialog box titled "Trailer Unit Report". It contains a search icon next to a text field labeled "Unit". Below this are two date fields: "From" with the value "25/05/2008" and "To" with the value "27/05/2010". To the right of the "Unit" field is a "Print" button with a printer icon. To the right of the date fields is a "Close" button with a red 'X' icon.

Click  to select a **Unit**

Enter the **From/to date** you wish to view between

Click **Print**  to bring up the report in print preview

Example Below:



The screenshot shows a print preview window titled "Trailer Report". Below the title bar is a table with the following data:

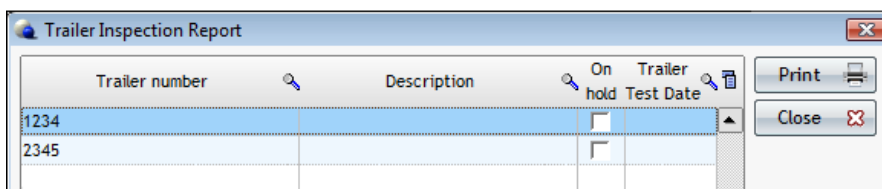
Job No.	Coll Date	Account Ref	Details
2	07/07/2008	ZIP001	ILEG2

Trailer Locations

Currently being worked on

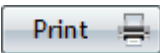
Trailer Inspection Report

This option is for printing out **Inspection report forms**



The screenshot shows a dialog box titled "Trailer Inspection Report". It features a table with columns: "Trailer number", "Description", "On hold", and "Trailer Test Date". The first row has "1234" in the "Trailer number" column and a checked checkbox in the "On hold" column. The second row has "2345" in the "Trailer number" column and an unchecked checkbox in the "On hold" column. To the right of the table are "Print" and "Close" buttons.

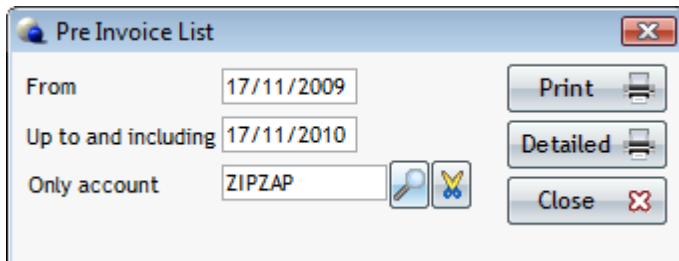
Highlight the **Trailer Unit**

Click **Print**  to finish

Invoices

Pre Invoice List

This report is a list showing all jobs that are to be invoiced for a customer and date range. This process is just a **dummy run** of an **Invoice**.



Pre Invoice List


From: 17/11/2009

Up to and including: 17/11/2010

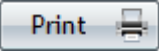
Only account: ZIPZAP

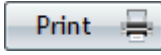
Buttons: Print, Detailed, Close

Enter the **From/to date** you wish to view between

Click  to select an **account** if you only want to view one customer

Leave the account box blank to produce a report for all accounts

Click **Print**  to bring up the standard report in print preview

Click **Detailed**  to bring up the more detailed report in print preview

Standard Report Example Below:

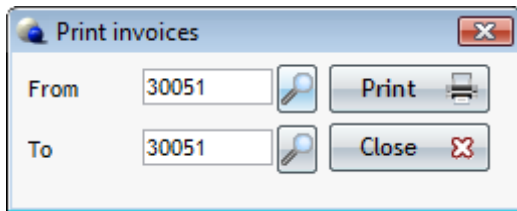
Pre Invoice List									
A/C No: ZIPZAP									
Date	Name	Place	Con No	pallet				Charge	Vat
17/11/2010	test	LINCOLN	4755	1	0	0	0	45.00	T1
								45.00	

Detailed Report Example Below:

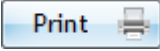
Detailed Pre Invoice Listing							17 November 2010	
Account ZIPZAP								
Date	Job	Customers ref	Collect Name	Delivery name	Price	Vat		
17/11/2010	4755		Zipzap Computers Ltd LINCOLN	test LINCOLN	45.00	T1		
						45.00		

Print Invoice in Range

This option is for printing a range of **Invoices**

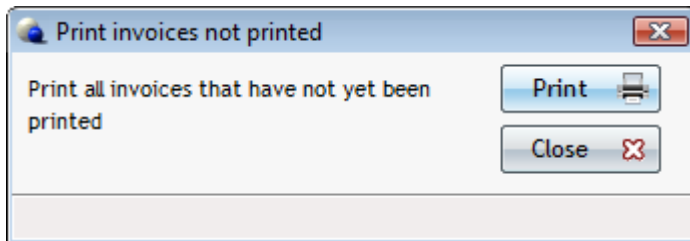


Click  to select to the **From/to Invoice number** you wish to print between

Click **Print**  to finish

Unprinted Invoices

This option will print all Invoices that have **not been** printed yet.

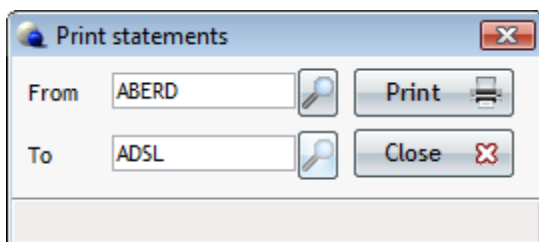


Click **Print**  to finish

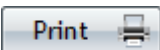
Statements

Print Statements

This option will print **statements** for the selected **account** range.



Click  to select the **From/to account** you wish to print between

Click **Print**  to finish

Example Statement Below:

BRUSHBROUK LTD
 CALSTON WORKS
 WEST LINDSEY STREET
 HUMBERICK
 NN1 2ED

John & Susan Ltd
 Exhibition Garage
 Carlton Road
 Wokingham
 RG40 2AB

Statement

11/06/2010

Invoice Date	Invoice number	Net	Vat	Gross	Euro exchange
04/23/2010	29,906	150.00	26.25	176.25	1.00
04/29/2010	29,936	780.00	136.50	916.50	1.00
04/30/2010	29,974	380.00	66.50	446.50	1.00
05/19/2010	30,026	150.00	26.25	176.25	1.00

Items : 4

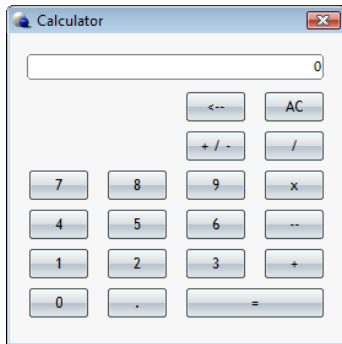
Page: 1 / 1

Totals :	1,460.00	255.50	1,715.50
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Chapter 5 – Extras Menu

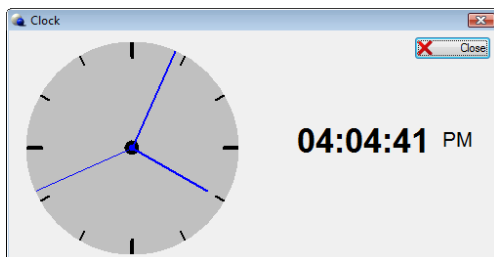
Calculator

This option will bring up a basic calculator



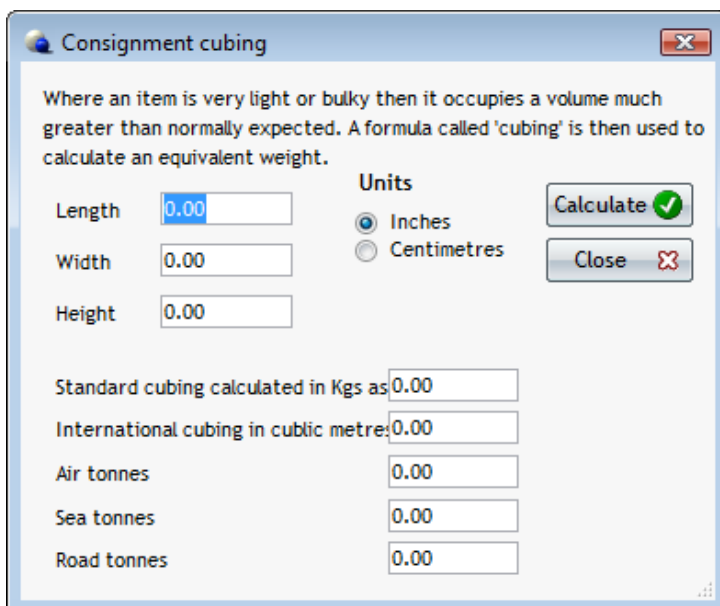
Clock

This option will bring up a clock



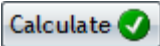
Cubing

This option is for working out a cube volume for bulk items.



Enter the dimensions

Select the **Unit** you want to measure by

Click **Calculate**  to finish

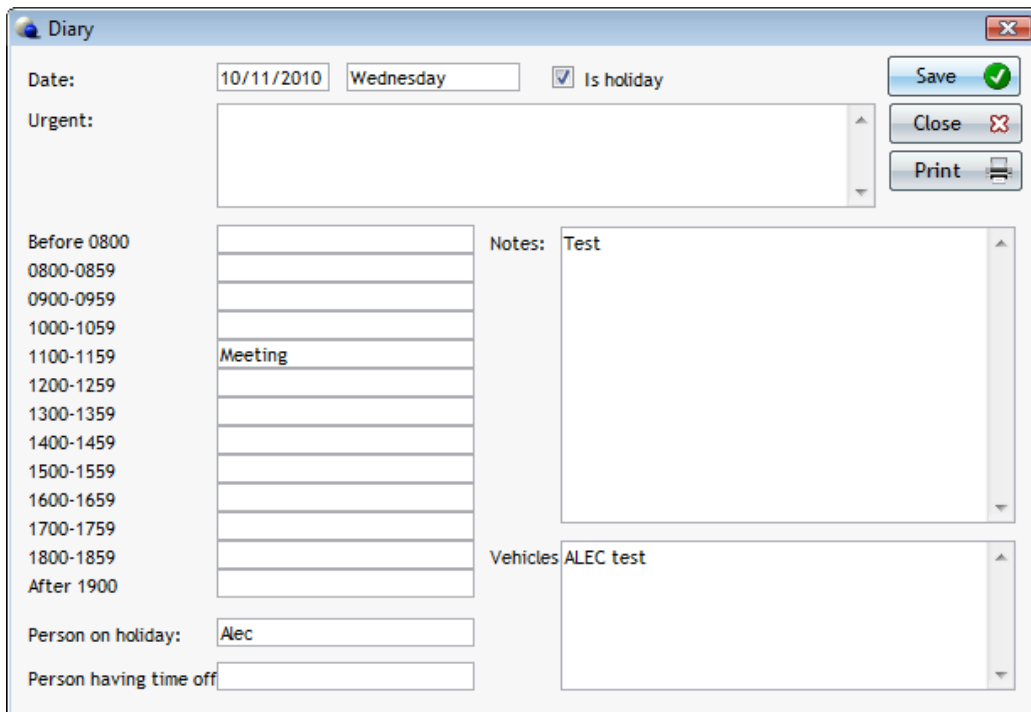
The cube will then be calculated according to the various methods indicated.

Diary

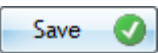


Select the **Date** you wish to view

Click  and the Diary entry screen will appear.

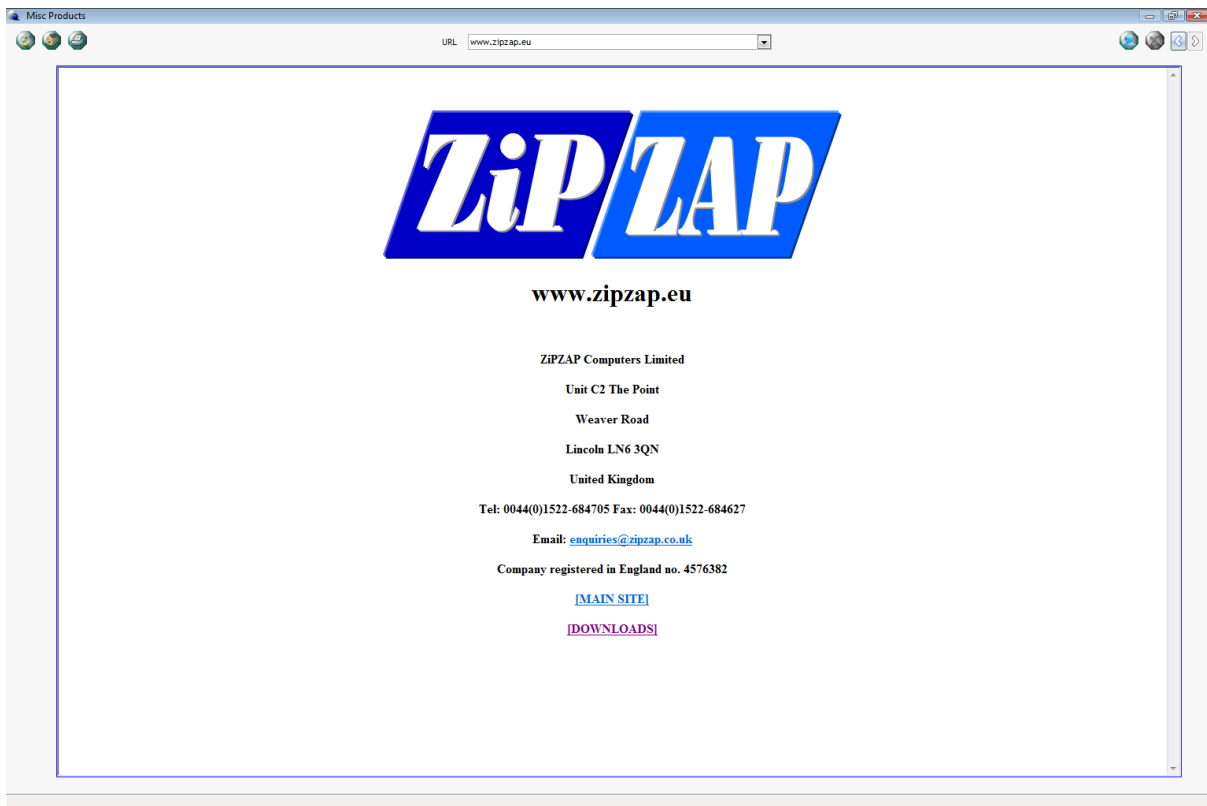


Enter the **information** you wish to remember

Click **Save**  to finish

Internet Browser

This option allows you to use the internet within the program.



Internet Mapping

The screenshot shows a web application window titled "Internet Mapping". It contains several input fields and buttons:


- Postcode:** LN6 3QN
- Address:** (empty)
- Place:** Lincoln, LN6 3QN
- Country:** United Kingdom
- Latitude:** 53.201031
- Longitude:** -0.610540

Buttons on the right side include "Find" (with a magnifying glass icon), "Clear" (with a red bar icon), and "Close" (with a red X icon). Below the map, there are zoom controls: a green "+" button for zooming in and a red "-" button for zooming out.

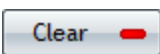
The map itself shows a geographical area with various roads and landmarks. Key roads include A46, A1434, and Newark Rd. Landmarks include Skellingthorpe, Jerusalem, Doddington, Birchwood, Swanpool, Boultham, Bracebridge, Hykeham, North Hykeham, South Hykeham, Thorpe On The Hill, Whisby Moor, and Wadd. The map is powered by Google and has data from 2010 Tele Atlas.

Enter the the **Postcode (Requires a space, i.e LN6 3QN or FL 32830)**

Click **Find**  to display the **map**

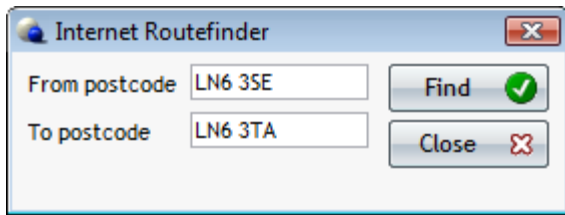
Click  to **Zoom in**

Click  to **Zoom Out**

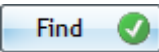
Click **Clear**  to **start** again

Internet Routing

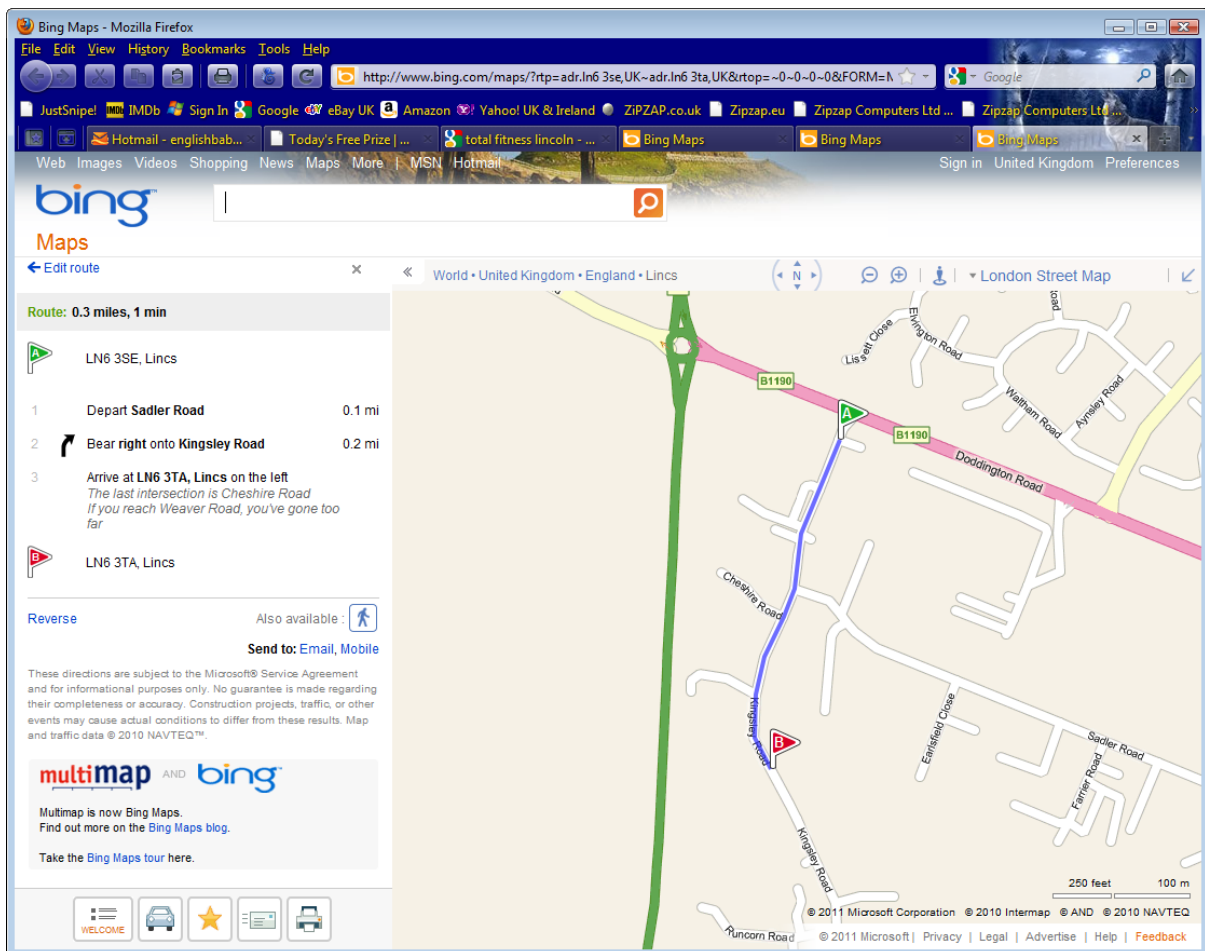
Enter the **From** and **To** postcode you want to find the **route** for.



The screenshot shows a dialog box titled "Internet Routefinder". It has two input fields: "From postcode" with the value "LN6 3SE" and "To postcode" with the value "LN6 3TA". There are two buttons: "Find" with a green checkmark icon and "Close" with a red X icon.

Click  **Find** and a map plus the directions will be displayed in your default explorer (i.e Internet Explorer)

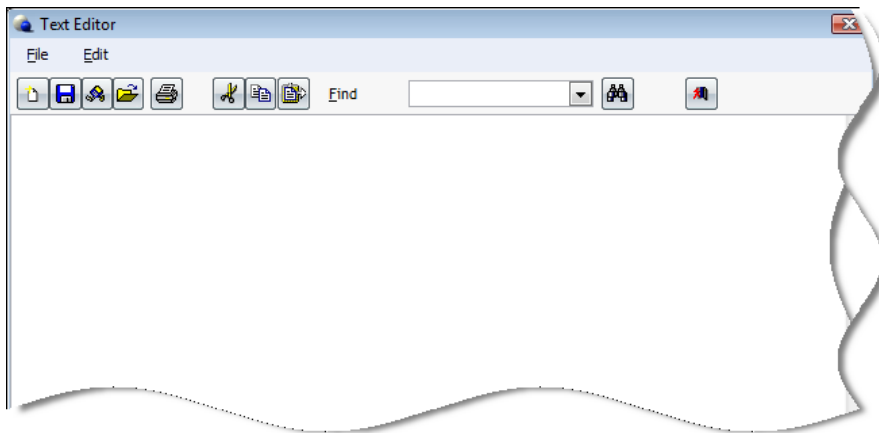
See example below:



The screenshot shows a web browser window displaying Bing Maps. The address bar shows the URL: [http://www.bing.com/maps/?rtp=adr.LN6 3se,UK-adr.LN6 3ta,UK&rtp=-0-0-0-0&FORM=A](http://www.bing.com/maps/?rtp=adr.LN6%203se,UK-adr.LN6%203ta,UK&rtp=-0-0-0-0&FORM=A). The map shows a route from LN6 3SE, Lincs to LN6 3TA, Lincs. The route is highlighted in green and pink. The left sidebar shows the route details: "Route: 0.3 miles, 1 min". The route starts at LN6 3SE, Lincs and ends at LN6 3TA, Lincs. The route is described as follows: 1. Depart Sadler Road (0.1 mi), 2. Bear right onto Kingsley Road (0.2 mi), 3. Arrive at LN6 3TA, Lincs on the left. The last intersection is Cheshire Road. If you reach Weaver Road, you've gone too far. The sidebar also includes a "Reverse" button, a "Send to: Email, Mobile" button, and a disclaimer: "These directions are subject to the Microsoft® Service Agreement and for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2010 NAVTEQ™." The bottom of the sidebar features the "multimap AND bing" logo and a link to "Take the Bing Maps tour here." The map itself shows a street view of the area, with roads like Sadler Road, Kingsley Road, Cheshire Road, and Doddington Road. A scale bar at the bottom right indicates 250 feet and 100 meters. The copyright notice at the bottom of the map area reads: "© 2011 Microsoft Corporation © 2010 Intermap © AND © 2010 NAVTEQ © 2011 Microsoft | Privacy | Legal | Advertise | Help | Feedback".

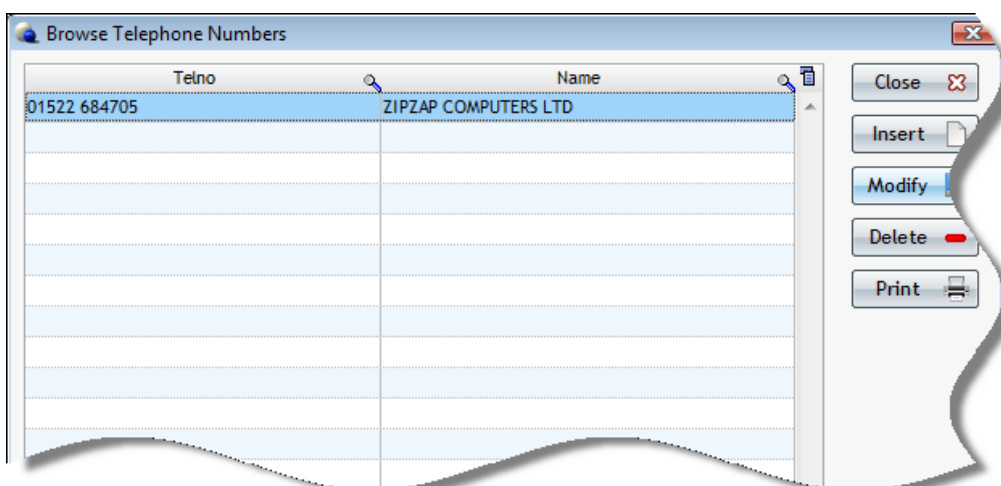
Notebook

This option allows you to use the text editor **Notepad** within the program



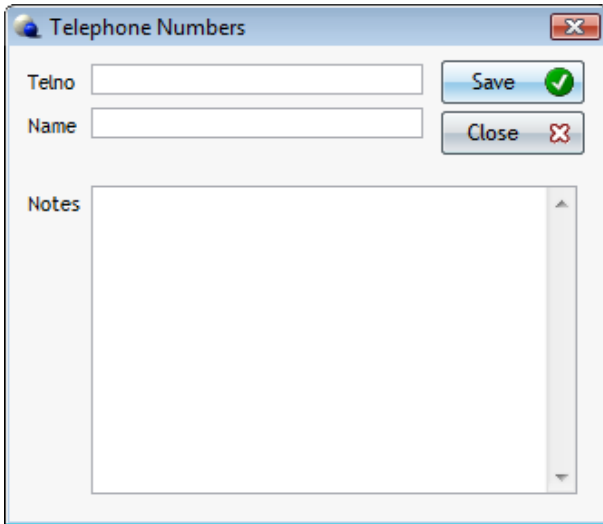
Phonebook

This option is for storing any telephone numbers you wish to remember

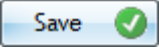


Click **Insert** to add a new record

Click **Modify** to alter the highlighted record

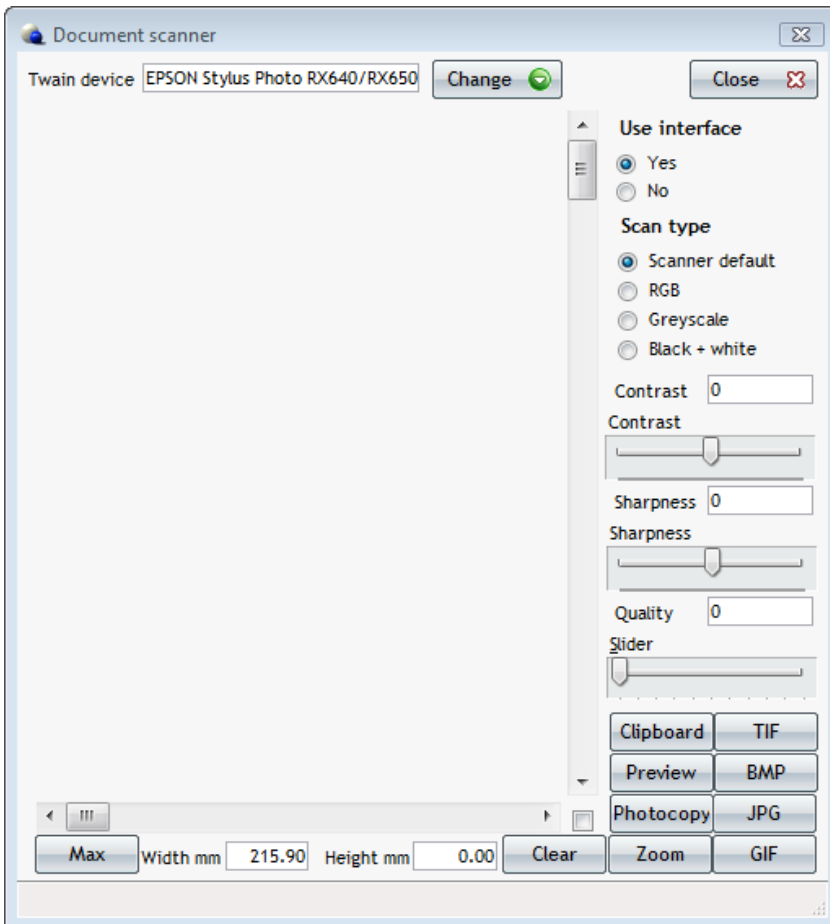


Enter the **details**

Click **Save**  to finish

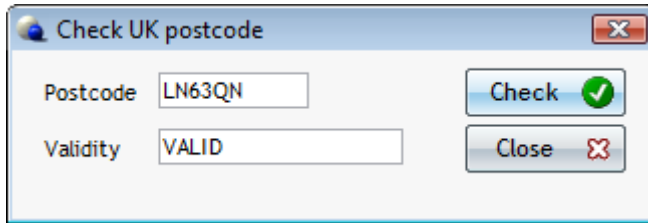
Scanner

Here you can scan images or documents



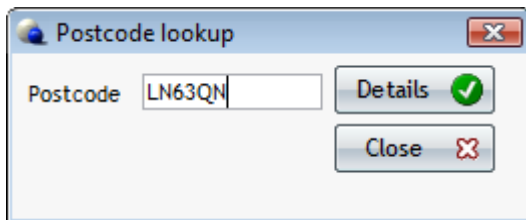
UK Postcode Verify

This option will tell you if the entered postcode is valid.

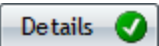


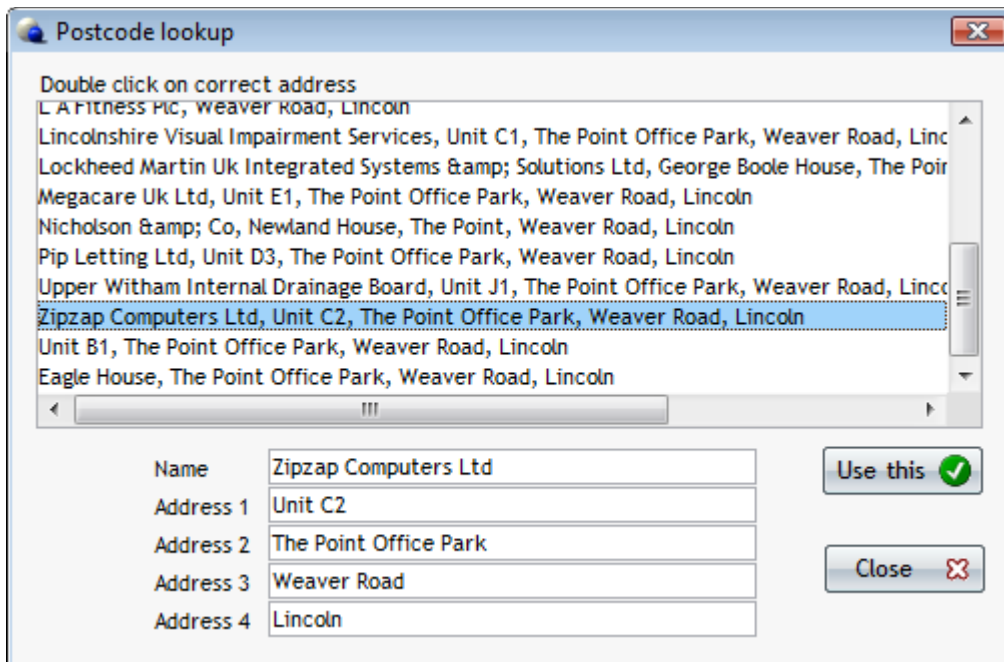
UK Postcode Look Up

This option is for checking to see if a postcode is valid or to see if you have the right postcode to the right address.



Enter the **Postcode** you wish to **look up**

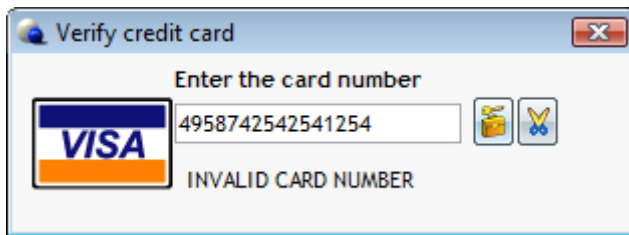
Click **Details**  to finish




This box will show all the addresses which are assigned to the postcode which has been entered

Verify Credit Card

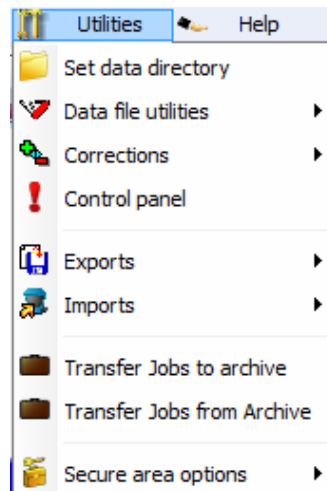
This procedure just checks the number configuration is correct enough to be valid.



Enter the **card number**

Click  to finish

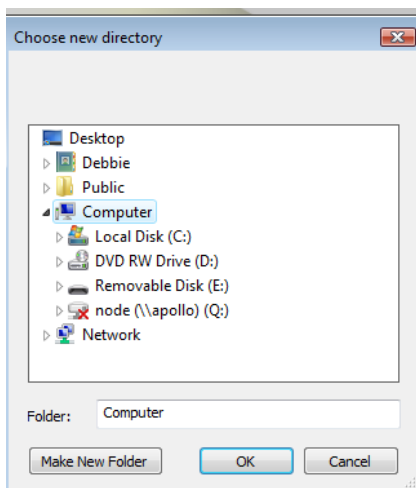
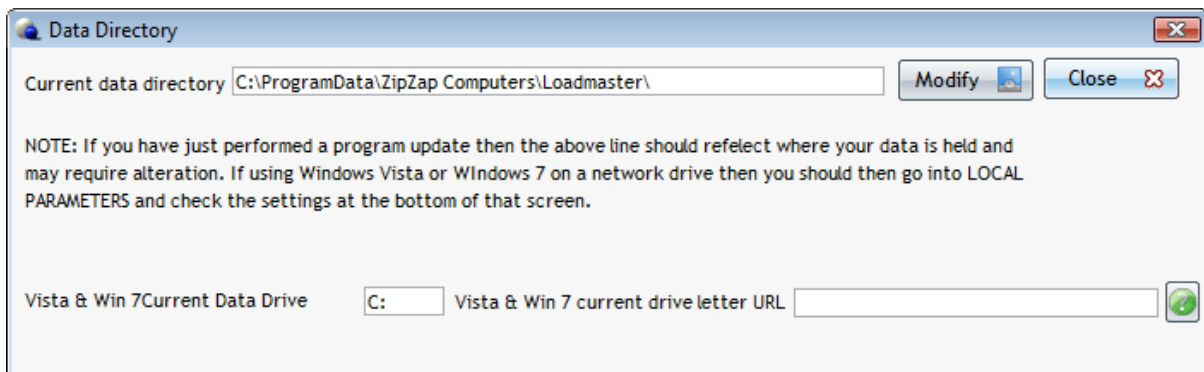
Chapter 6 – Utilities Menu



Set Data Directory

For a multi user environment you would select your **shared data directory** that everyone has read/write access too.

NOTE: Make sure everyone is out of the system before doing this.



Click **Modify**

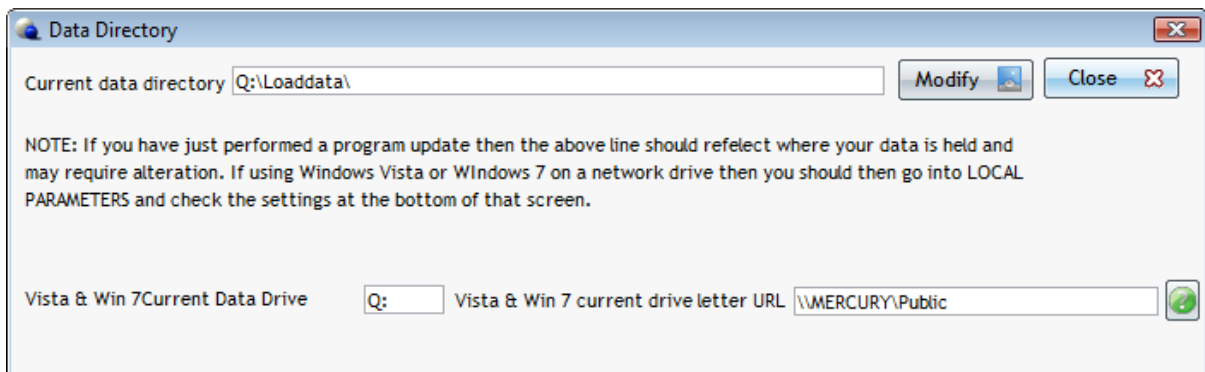
Select the **Shared Data Directory**,

Click **OK**

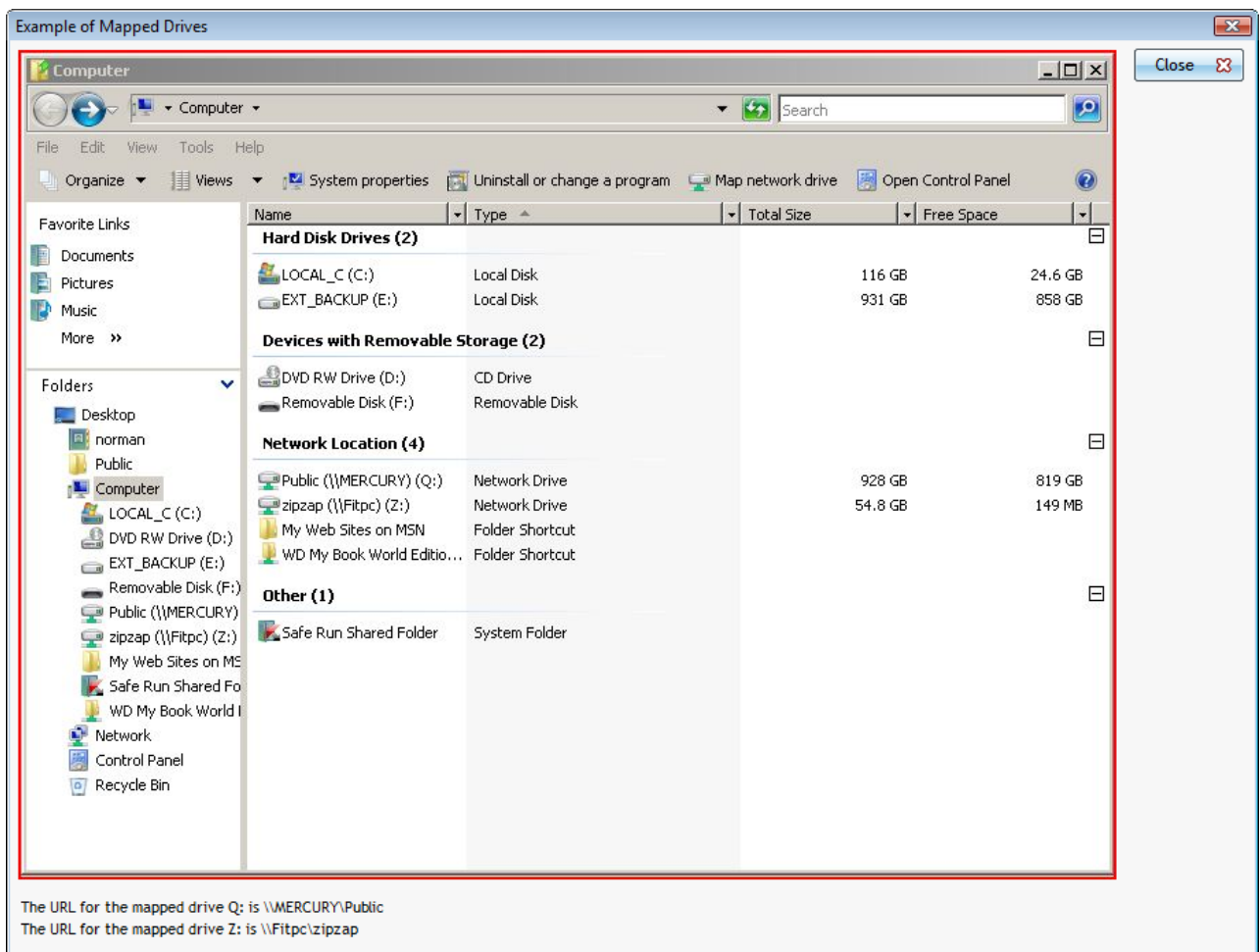
Click **Close**.

NOTE: All workstations must point to the same data path

NOTE: If you are running Windows Vista or Windows 7, enter the drive letter URL (Path address) in which the data is held on. To find out the Drive URL, go to **Setup, Local Parameters** and click **Get URL**.



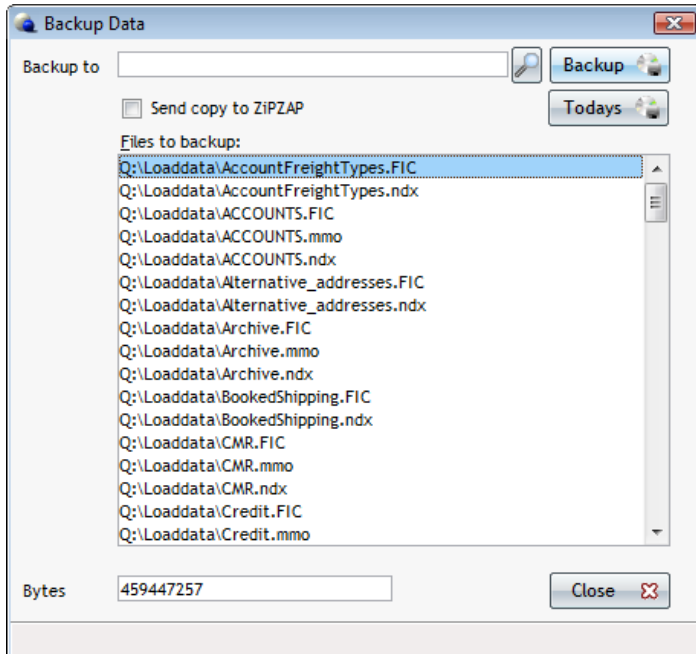
Click  for an example of a mapped drive.




Data File Utilities

Backup

The system will automatically select the data files to backup.



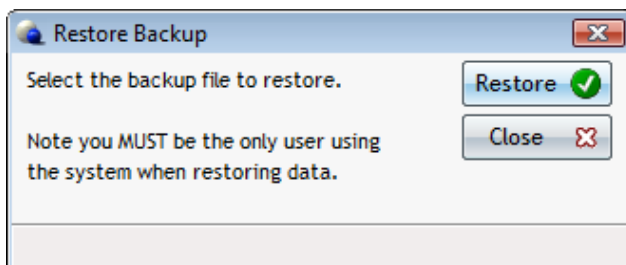
Click  to select a location to save the backup file to.


To send a backup to **ZIPZAP** at the same time, check the tick box called **Send copy to ZIPZAP**

Click **Backup**  to create a **Full Backup**

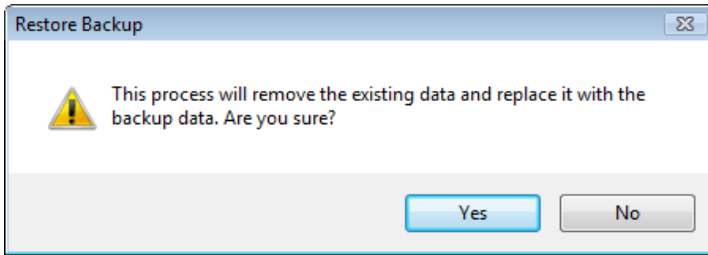
Click **Todays**  to create a **Backup**

Restore

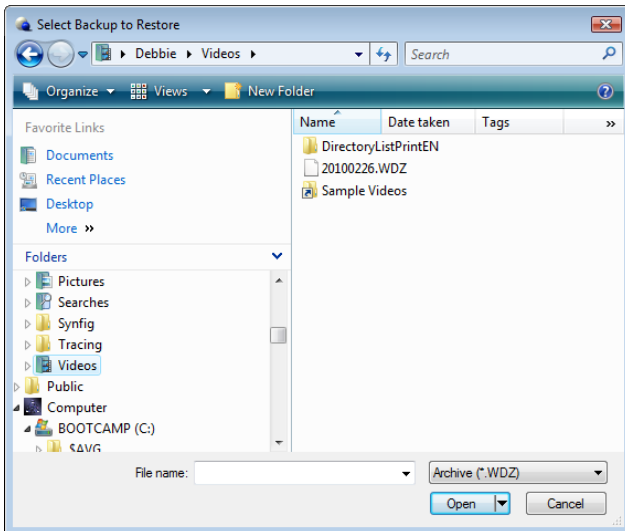


Click **Restore**  to locate the backup file (.WDZ)

Note: when restoring a backup, only one user should be in the system, everyone else must log out.



Click **Yes** on the screen above

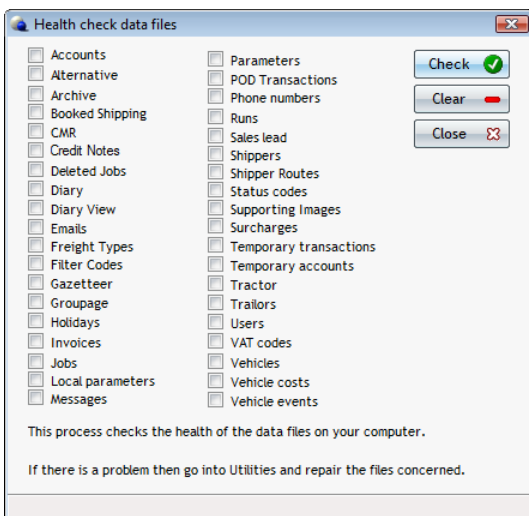


Select the .WDZ file

Click **Open** to finish

Health Check

This option checks the health of the files on your computer, if there are any errors, use the utility file fix to repair them.



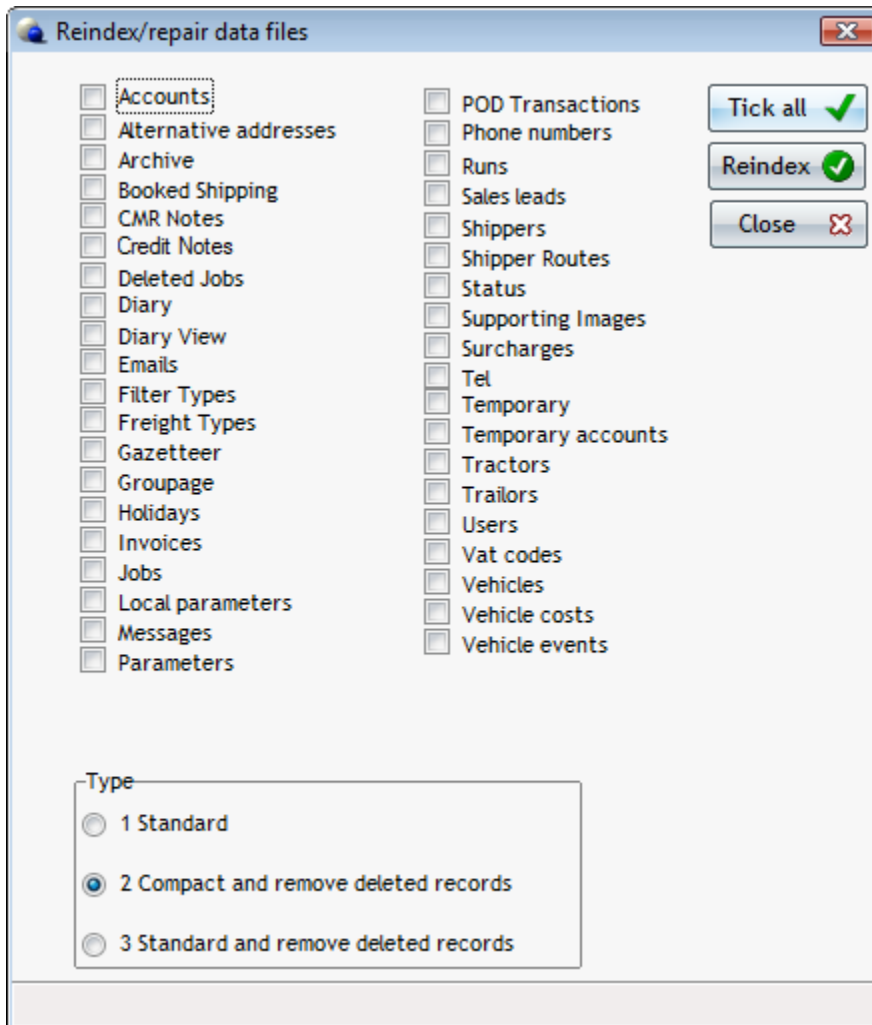
Click **Check**  to start the process

File Fix

If you encounter problems with data files it is usually possible to repair them using this utility.

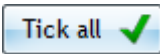
If you find yourself fixing files regularly you should look into the cause of the problem.

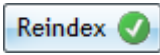
Note: when using this facility, only one user should be in the system, everyone else must log out.



Tick the section boxes you wish to **repair**

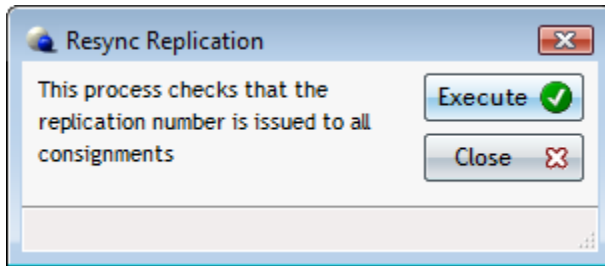
OR

Click **Tick All**  to repair all sections

Click **Reindex**  to start the process

Resync Replication

This option is for checking the replication number is issued to all consignments.

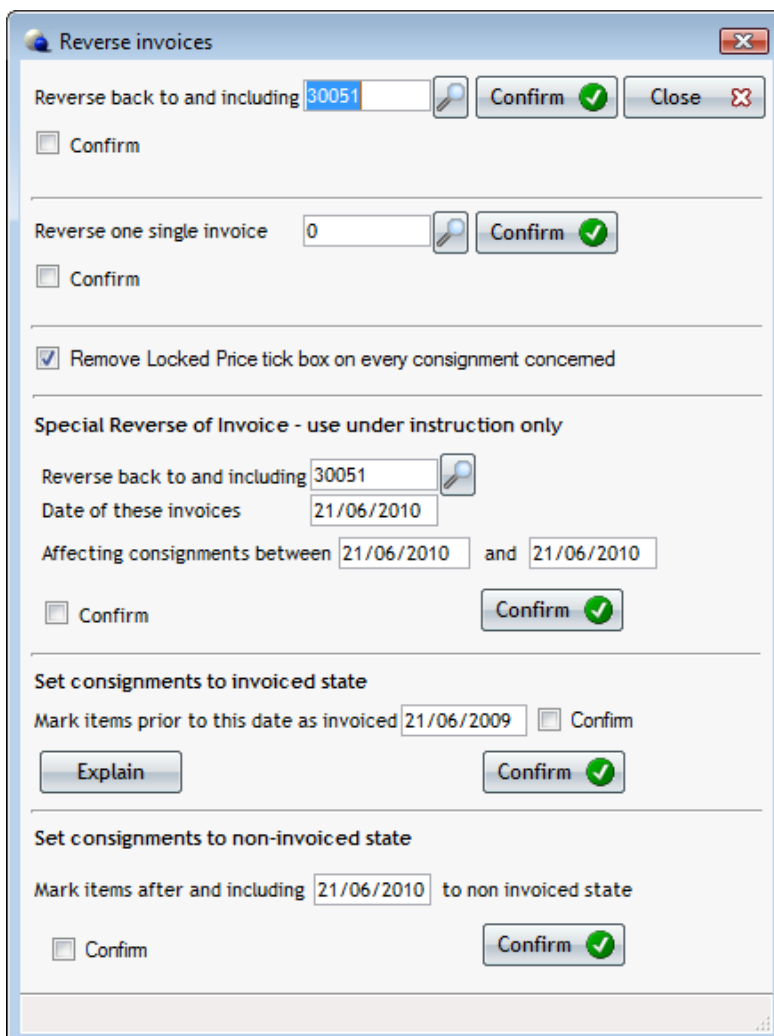


Click **Execute**  to start the process

Corrections

Reverse Invoices

If you have made a mistake when posting invoices you can reverse them here.



There are several options to choose from:


First option is for reversing back to a certain invoice number (This will reverse all the invoices after that invoice number as well)

Click  to select an **Invoice number to reverse back to and including**

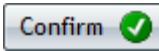
Click **Confirm** tick box

Click **Confirm**  to finish

Second option is for reversing one single invoice

Click  to select an **Invoice number**

Click **Confirm** tick box

Click **Confirm**  to finish

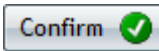
Third Option is to be used **under instruction only** (Special Reverse of Invoice)

Click  to select an **Invoice number to reverse back to and including**

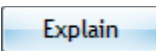
Enter **date** of these Invoices

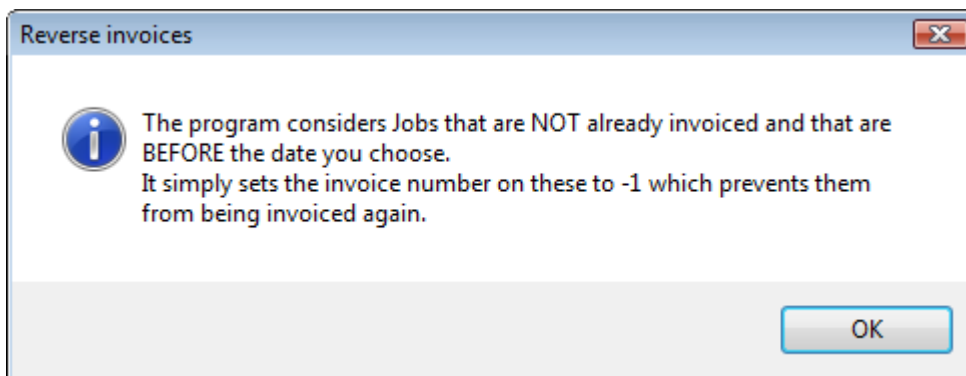
Enter the **date range of consignments this may affect**

Click **Confirm** tick box

Click **Confirm**  to finish

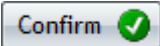
Fourth Option is for marking **consignments to invoiced state** prior to a specific **date**

Click **Explain**  if you do not fully understand what this option does, a window will appear with an **explanation**.



Enter the **date**

Click **Confirm** tick box

Click **Confirm**  to finish

Fifth option is for marking **consignments** to **non invoiced state** after and including a specific **date**

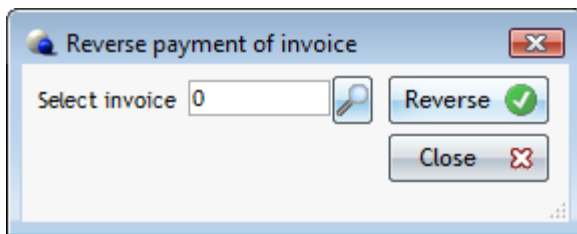
Enter the **date**

Click **Confirm** tick box

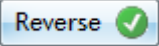
Click **Confirm**  to finish

Reverse Payment on Invoice

This option reverses the status of the selected invoice from paid to unpaid.

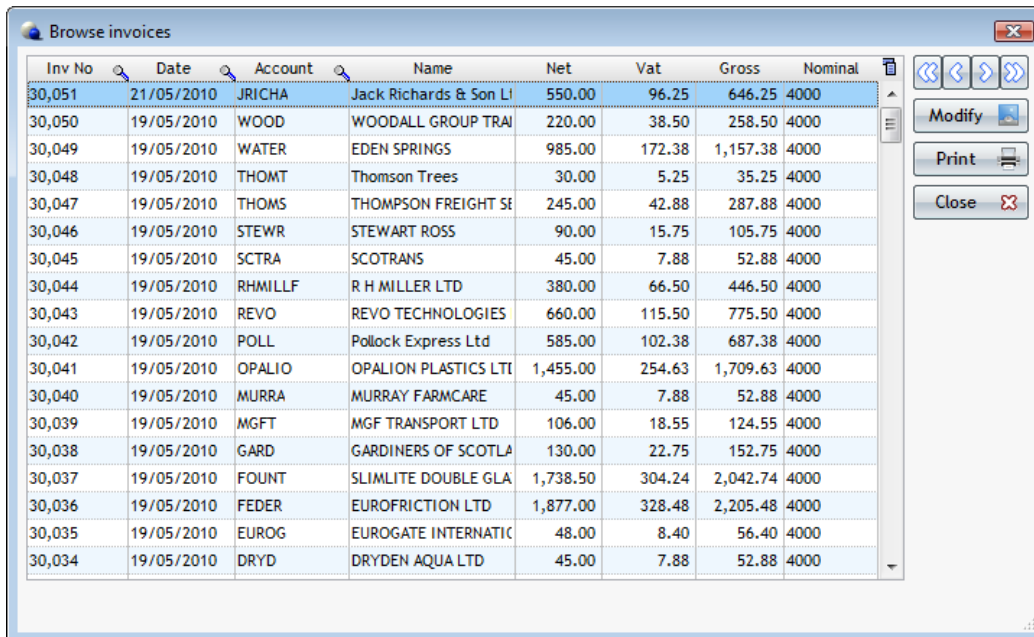


Click  to select an **Invoice**

Click **Reverse**  to finish

Invoice Details

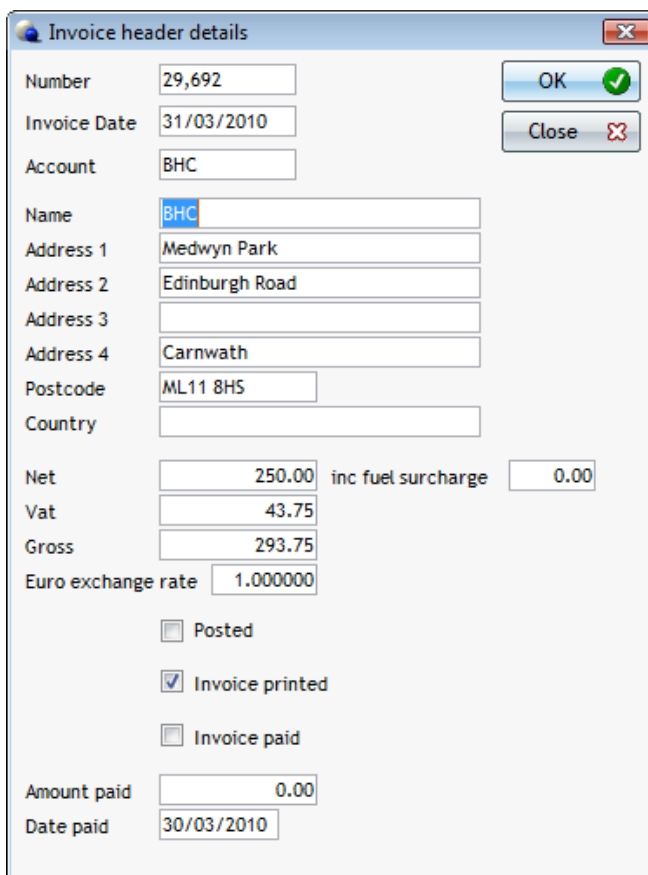
This option is for viewing the details of **Invoices**.





Inv No	Date	Account	Name	Net	Vat	Gross	Nominal
30,051	21/05/2010	JRICH	Jack Richards & Son Li	550.00	96.25	646.25	4000
30,050	19/05/2010	WOOD	WOODALL GROUP TRAI	220.00	38.50	258.50	4000
30,049	19/05/2010	WATER	EDEN SPRINGS	985.00	172.38	1,157.38	4000
30,048	19/05/2010	THOMT	Thomson Trees	30.00	5.25	35.25	4000
30,047	19/05/2010	THOMS	THOMPSON FREIGHT SE	245.00	42.88	287.88	4000
30,046	19/05/2010	STEW	STEWART ROSS	90.00	15.75	105.75	4000
30,045	19/05/2010	SCTRA	SCOTTRANS	45.00	7.88	52.88	4000
30,044	19/05/2010	RHMILLF	R H MILLER LTD	380.00	66.50	446.50	4000
30,043	19/05/2010	REVO	REVO TECHNOLOGIES	660.00	115.50	775.50	4000
30,042	19/05/2010	POLL	Pollock Express Ltd	585.00	102.38	687.38	4000
30,041	19/05/2010	OPALIO	OPALION PLASTICS LTI	1,455.00	254.63	1,709.63	4000
30,040	19/05/2010	MURRA	MURRAY FARMCARE	45.00	7.88	52.88	4000
30,039	19/05/2010	MGFT	MGF TRANSPORT LTD	106.00	18.55	124.55	4000
30,038	19/05/2010	GARD	GARDINERS OF SCOTLA	130.00	22.75	152.75	4000
30,037	19/05/2010	FOUNT	SLIMLITE DOUBLE GLA	1,738.50	304.24	2,042.74	4000
30,036	19/05/2010	FEDER	EUROFRICTION LTD	1,877.00	328.48	2,205.48	4000
30,035	19/05/2010	EUROG	EUROGATE INTERNATIK	48.00	8.40	56.40	4000
30,034	19/05/2010	DRYD	DRYDEN AQUA LTD	45.00	7.88	52.88	4000

Select the **Invoice** you wish to view

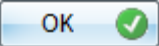
Click **Modify** 



Number	29,692	OK 
Invoice Date	31/03/2010	Close 
Account	BHC	
Name	BHC	
Address 1	Medwyn Park	
Address 2	Edinburgh Road	
Address 3		
Address 4	Carnwath	
Postcode	ML11 8HS	
Country		
Net	250.00	inc fuel surcharge 0.00
Vat	43.75	
Gross	293.75	
Euro exchange rate	1.000000	
<input type="checkbox"/> Posted		
<input checked="" type="checkbox"/> Invoice printed		
<input type="checkbox"/> Invoice paid		
Amount paid	0.00	
Date paid	30/03/2010	

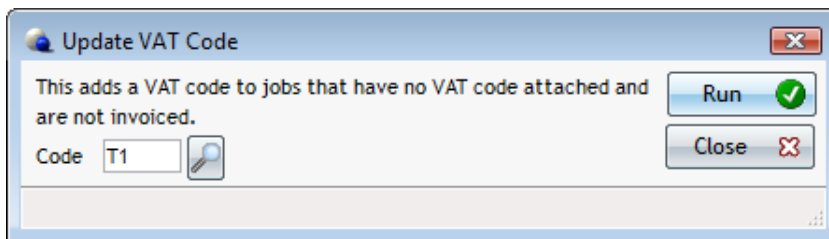
You can **edit** the **address** of an invoice.

You can **check** the **posted** and **Invoice printed** tick boxes **on** and **off**.
The rest of the data is **viewable only**

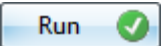
Click **Ok**  to finish

Update VAT Code

This option will add a VAT code to jobs which have no Vat code attached but will not be invoiced.

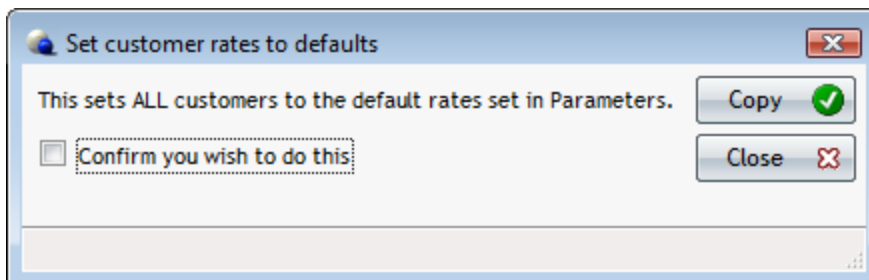


Click  to select a **VAT Code**

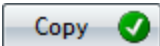
Click **Run**  to finish

Set Customers to Default rates

This option will set all customers to the default rates which are set in the Parameters.

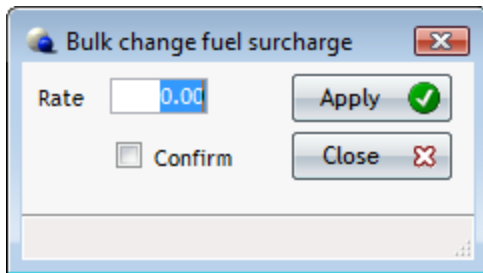


Click **Confirm you wish to do this**

Click **Copy**  to finish

Bulk Change Fuel Surcharge

This option is for charging the Fuel Surcharge for everything all in one go.



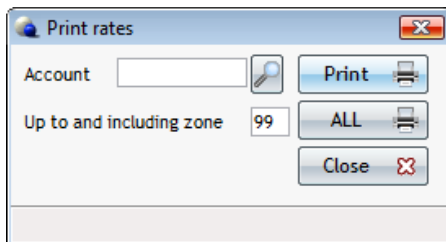
Enter the **Fuel Surcharge Rate**


Click **Confirm**

Click **Apply**  to finish

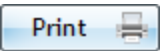
Print Customer Rates

Select this option to print rates for a specific account or all rates.



If required, click  to select an **account** to **restrict** to.

Enter the amount of **Zones** you want to include

Click **Print**  to finish

OR

Click **ALL**  to print all **accounts**

Reprise Charges to Customers

Select this option **to recalculate customer charges** for a specific **account** and **date range**.

If required, click  to select an account to restrict to.

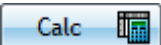
Enter the **collection date range** you wish to recalculate charges for

If required, tick the following tick boxes:

Reprice if the price was locked if the current charges is zero

Reprice even if the price was locked and the charge not zero

If **both** are ticked then all items will be reprised.

Click **Calc**  to finish

Control Panel

This option is the same as on the user login window, where you setup the users.

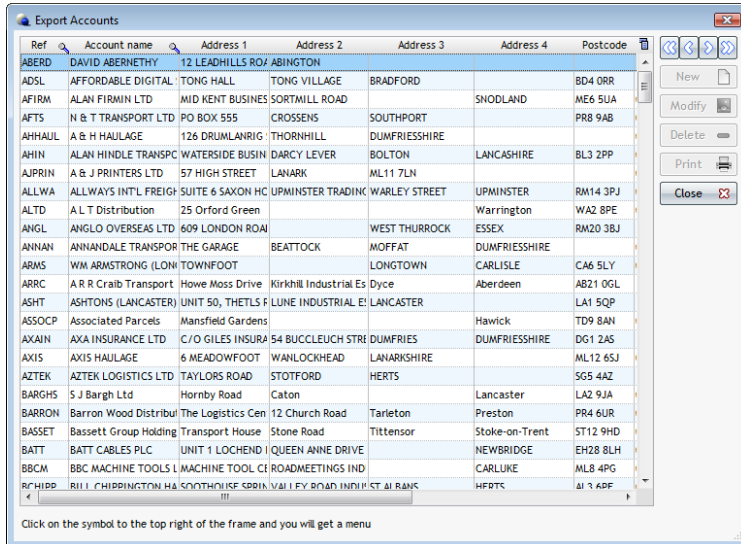
Obtain the corresponding key from **ZIPZAP** (01522 684705)

Click **Check**  to enter the **Users** screen


Exports

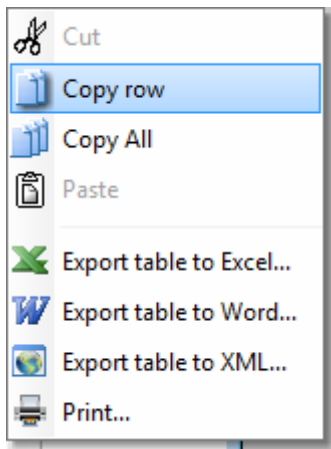
Accounts

Here you can export your accounts



Ref	Account name	Address 1	Address 2	Address 3	Address 4	Postcode
ABERD	DAVID ABERNETHY	12 LEADHILLS RD/	ABINGTON			
ADSL	AFFORDABLE DIGITAL	TONG HALL	TONG VILLAGE	BRADFORD		BD4 0RR
AFIRM	ALAN FIRMIN LTD	MID KENT BUSINES	SORTMILL ROAD		SNODLAND	ME6 5UA
AFTS	N & T TRANSPORT LTD	PO BOX 555	CROSSENS	SOUTHPORT		PR8 9AB
AHHAUL	A & H HAULAGE	126 DRUMLANRIG	THORNHILL	DUMFRIESSHIRE		
AHIN	ALAN HINDLE TRANSPC	WATERSIDE BUSIN	DARCY LEVER	BOLTON	LANCASHIRE	BL3 2PP
AJPRIN	A & J PRINTERS LTD	57 HIGH STREET	LANARK	ML11 7LN		
ALLWA	ALLWAYS INTL FREIGH	SUITE 6 SAXON HC	UPMINSTER TRADING	WARLEY STREET	UPMINSTER	RM14 3PJ
ALTD	A L T Distribution	25 Orford Green			Warrington	WA2 8PE
ANGL	ANGLO OVERSEAS LTD	609 LONDON ROAI		WEST THURROCK	ESSEX	RM20 3BJ
ANNAN	ANNANDALE TRANSPOR	THE GARAGE	BEATTOCK	MOFFAT	DUMFRIESSHIRE	
ARMS	WM ARMSTRONG (LON)	TOWNFOOT		LONGTOWN	CARLISLE	CA6 5LY
ARRC	A R R Craib Transport	Howe Moss Drive	Kirkhill Industrial Es	Dyce	Aberdeen	AB21 0GL
ASHT	ASHTONS (LANCASTER)	UNIT 50, THE TELS F	LUNE INDUSTRIAL ES	LANCASTER		LA1 5QP
ASSOCP	Associated Parcels	Mansfield Gardens			Hawick	TD9 8AN
AXAIN	AXA INSURANCE LTD	C/O GILES INSURA	54 BUCCLEUCH STRE	DUMFRIES	DUMFRIESSHIRE	DG1 2AS
AXIS	AXIS HAULAGE	6 MEADOWFOOT	WANLOCKHEAD	LANARKSHIRE		ML12 6SJ
AZTEK	AZTEK LOGISTICS LTD	TAYLORS ROAD	STOTFORD	HERTS		SG5 4AZ
BARGHS	S J Bargh Ltd	Hornby Road	Caton		Lancaster	LA2 9JA
BARRON	Barron Wood Distrib	The Logistics Cen	12 Church Road	Tarleton	Preston	PR4 6UR
BASSET	Bassett Group Holding	Transport House	Stone Road	Tittensor	Stoke-on-Trent	ST12 9HD
BATT	BATT CABLES PLC	UNIT 1 LOCHEND	QUEEN ANNE DRIVE		NEWBRIDGE	EH28 8LH
BBCM	BBC MACHINE TOOLS L	MACHINE TOOL CE	ROADMEETINGS IND		CARLUKE	ML8 4PG
RFCHIB	RUI I. CHIPPINGTON HA	SOUTHGROUSE SPRIN	VALE ROAD INDUSTRIAL RAN		HFBTS	AI 9 6PF

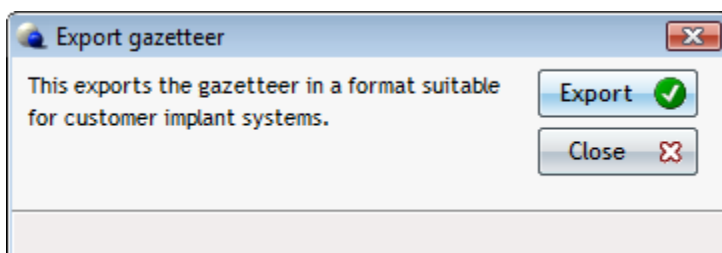
Click  on the top of the scroll bar and you will get the following menu



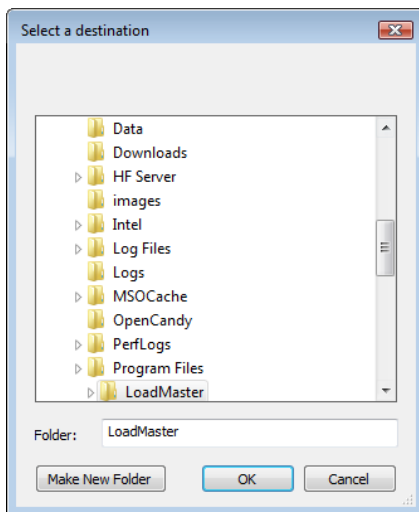
Here you can **export** the table of accounts to a **excel**, **word** or a **XML** file

Gazetteer for Implant

This option is for exporting your gazetteer into a format suitable for the customer implant system



Click **Export**  to select a file **destination**

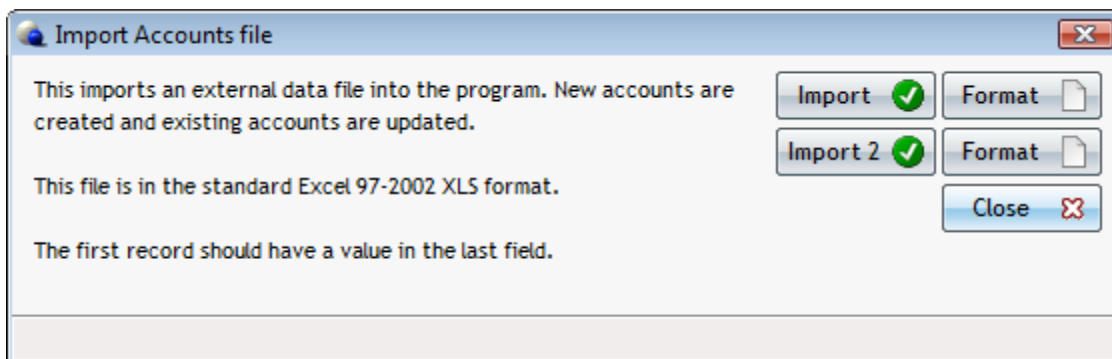


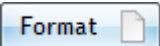
Click **Ok** to finish

Imports

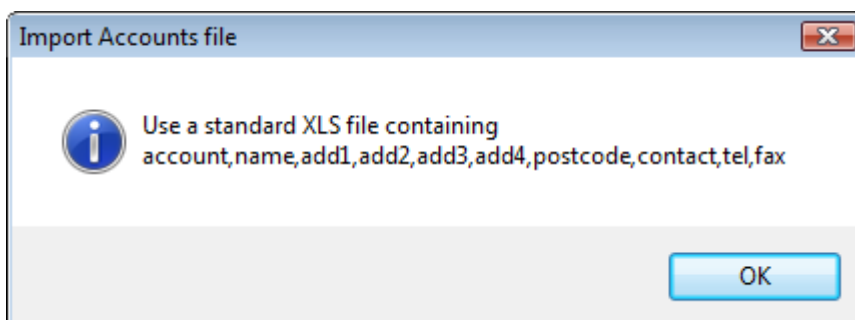
Accounts

This option is for importing your accounts file. You have two import options to choose from. New accounts will be created and existing accounts will update.

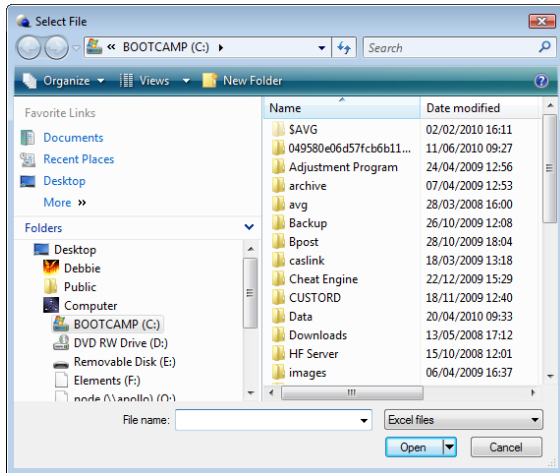


To find out the format of each Import option, click **Format**  next to the relevant **import** button.

Import Format One

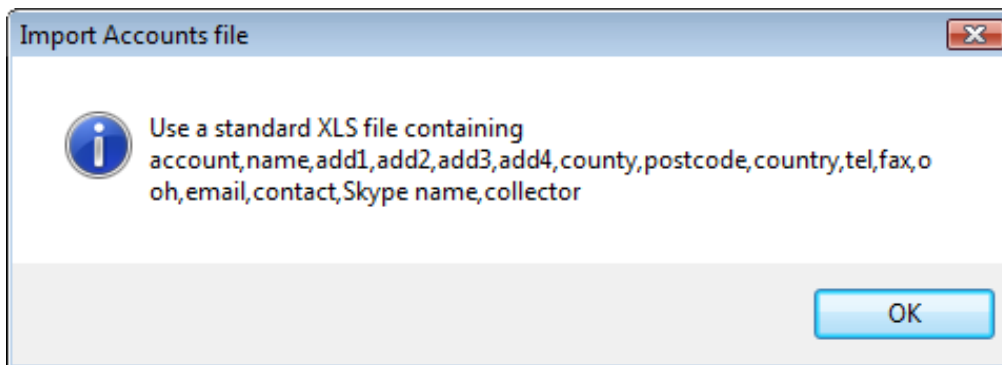


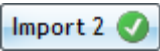
Click **Import**  for format option **one**

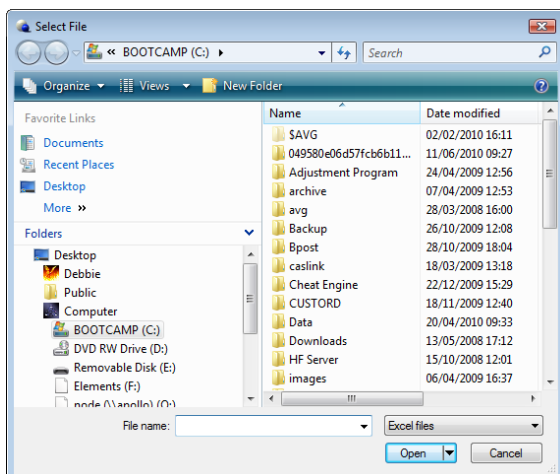


Locate the account files and click **Open**

Import Format Two



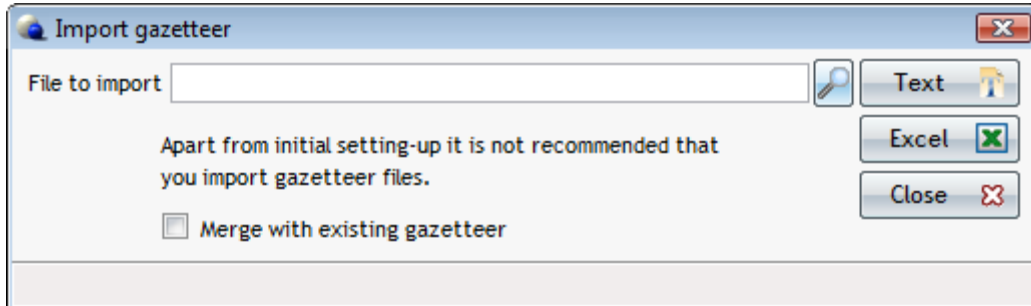
Click **Import 2**  for format option **two**



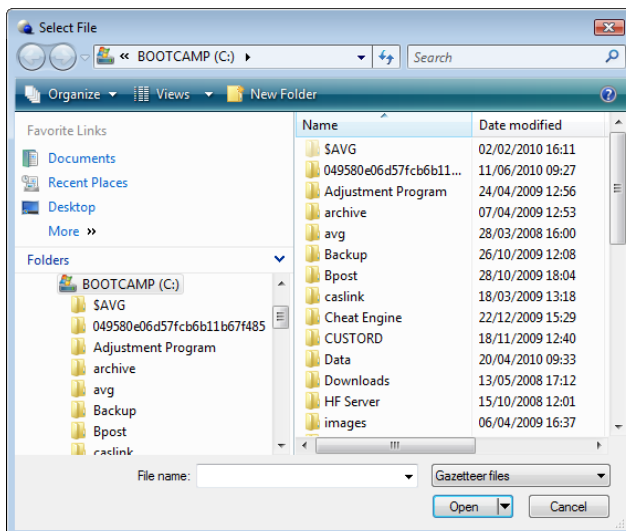
Locate the account files and click **Open**

Gazetteer

This option is for importing your Gazetteer. You have two import options to choose from. Apart from initial setting up, it is not recommended that you import gazetteer files.



Click  to **locate** the file for import



Click **Open**

If required, tick the tick box **merge with existing gazetteer**.

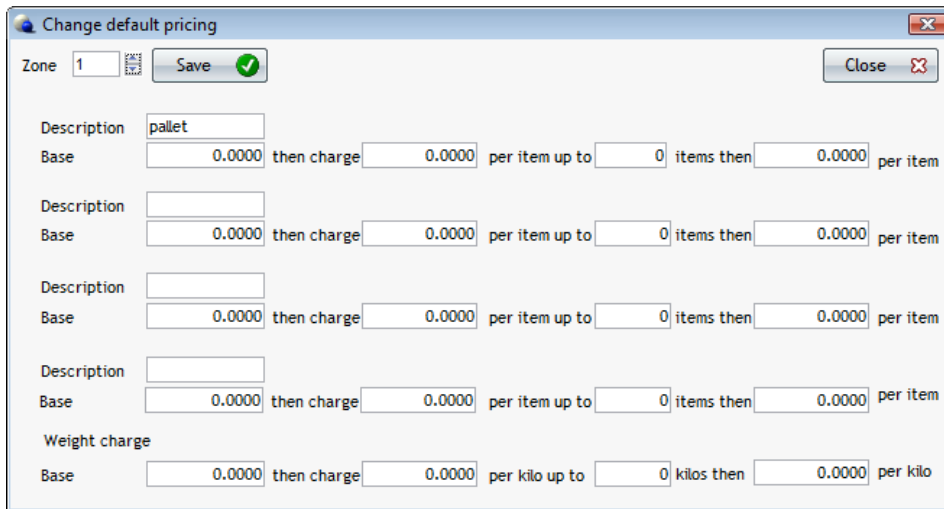
Depending on your file format, you can either import via a test file or a excel file.


Click **Text**  to import a text file

Click **Excel**  to import a excel file

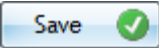
POD Images from default directory

Here you can change the default pricing for your zones



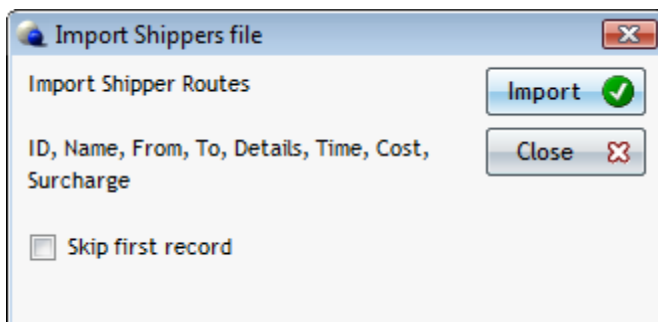
Use the **arrow** buttons  to select the **Zone** you wish to alter

Enter the **data**

Click **Save**  to finish

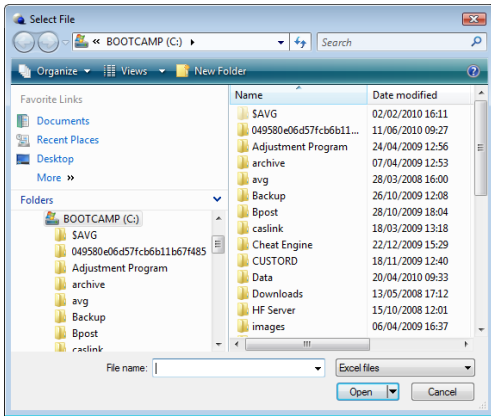
Shipping Routes

Here you can import the shipping routes.



If required, tick the **Skip first record** tick box

Click **Import**  to locate the shippers file

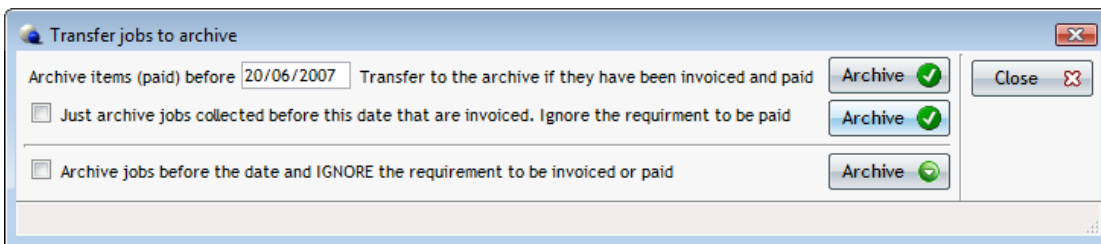


Select the excel file

Click **Open** to finish

Transfer jobs to archive

This option archives old jobs and puts them into the job archive history.

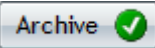


Enter the **date** you wish to **archive up to**

If required, select the following tick boxes:

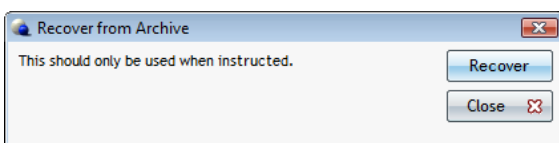
Just Archive jobs collected before this date that are invoiced. Ignore the requirement to be paid.

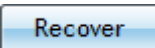
Archive jobs before the date and ignore the requirement to be invoiced or paid.

Click **Archive**  to finish

Transfer jobs from archive

This option recovers old jobs from the job archive history. **This should only be used when instructed.**

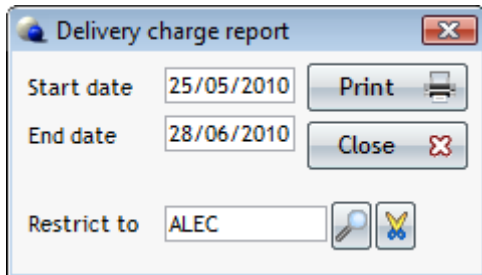


Click **Recover**  to finish

Secure Area Options

Delivery Charges Report

This option creates a report of delivery charges between a specific date range for all deliverers or for one specific deliverer.



Delivery charge report

Start date: 25/05/2010


End date: 28/06/2010

Restrict to: ALEC

Buttons: Print, Close

Enter a **Delivery Start** and **End** date

If required, click  to **restrict** the report to one **Deliverer**

Click **Print**  to finish

Example Below:

Delivery costs between 25/05/2010 and 28/06/2010

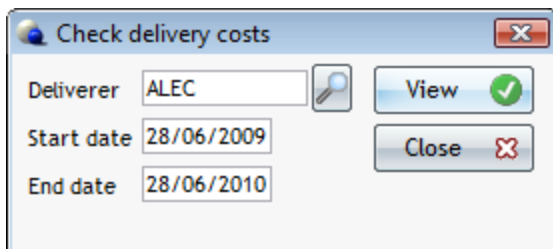
1 / 1

ALEC								
Docket	Del date	Delivery name	Town	pallet			Type 4	Delivery charge
1494	25/05/2010	Bunzl Cleaning & Hygiene S	BIRMINGHAM	4	0	0	0	0.00
1493	25/05/2010	Bunzl Cleaning & Hygiene	WARRINGTON	8	0	0	0	0.00
				12	0	0	0	0.00
				12	0	0	0	0.00

Number : 2

Check Delivery Charges

This option is for checking your delivery costs for a specific deliverer between a date range.



Check delivery costs

Deliverer: ALEC

Start date: 28/06/2009

End date: 28/06/2010

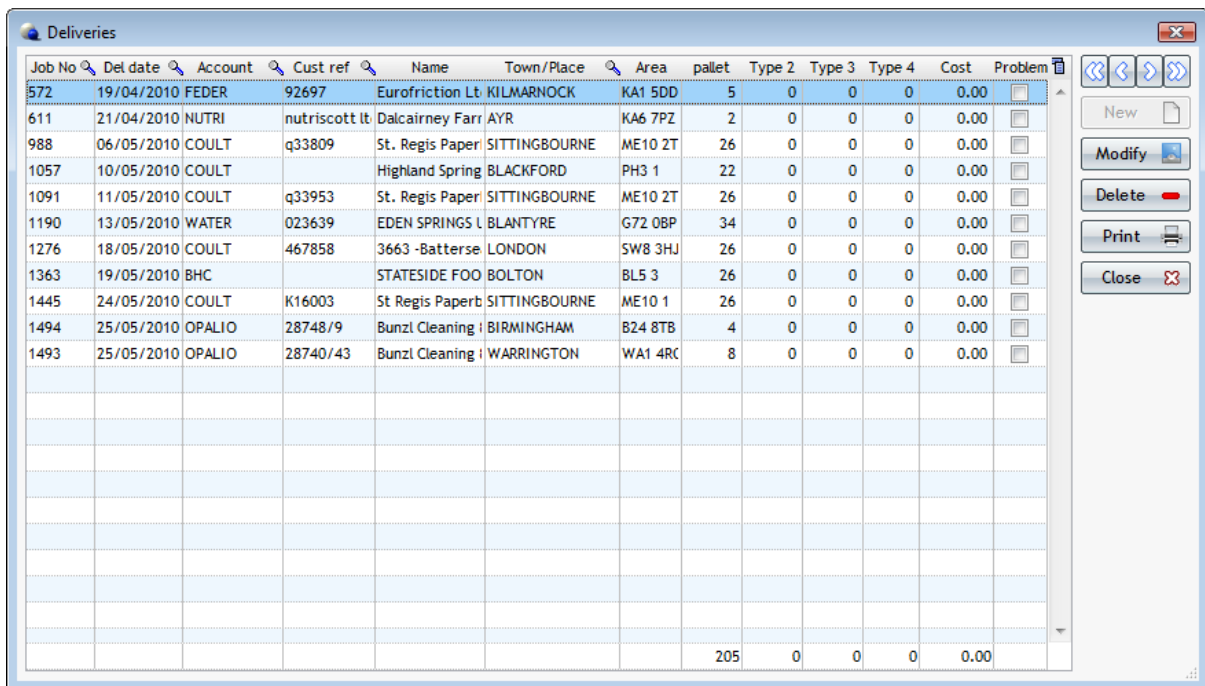
Buttons: View, Close

Click  to select a **Deliverer**

Enter a **Delivery Start** and **End** date

Click **View**  to finish

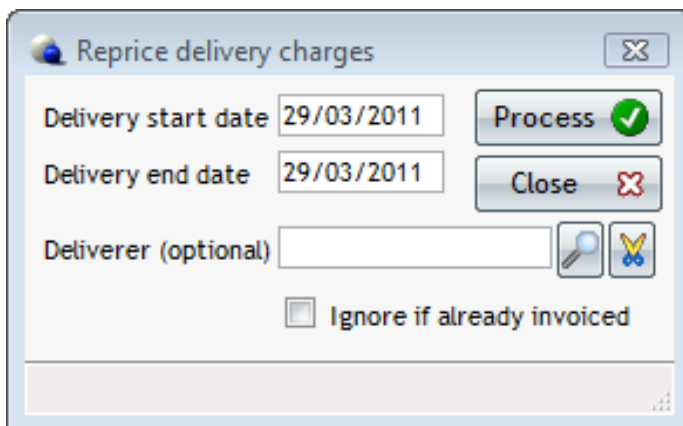
The following table will appear with the data you wished to view.



Job No	Del date	Account	Cust ref	Name	Town/Place	Area	pallet	Type 2	Type 3	Type 4	Cost	Problem
572	19/04/2010	FEDER	92697	Eurofriction Lt	KILMARNOCK	KA1 5DD	5	0	0	0	0.00	
611	21/04/2010	NUTRI	nutriscott lt	Dalcairney Farr	AYR	KA6 7PZ	2	0	0	0	0.00	
988	06/05/2010	COULT	q33809	St. Regis Paper	SITTINGBOURNE	ME10 2T	26	0	0	0	0.00	
1057	10/05/2010	COULT		Highland Spring	BLACKFORD	PH3 1	22	0	0	0	0.00	
1091	11/05/2010	COULT	q33953	St. Regis Paper	SITTINGBOURNE	ME10 2T	26	0	0	0	0.00	
1190	13/05/2010	WATER	023639	EDEN SPRINGS L	BLANTYRE	G72 0BP	34	0	0	0	0.00	
1276	18/05/2010	COULT	467858	3663 -Batterse	LONDON	SW8 3HJ	26	0	0	0	0.00	
1363	19/05/2010	BHC		STATESIDE FOO	BOLTON	BL5 3	26	0	0	0	0.00	
1445	24/05/2010	COULT	K16003	St Regis Paperb	SITTINGBOURNE	ME10 1	26	0	0	0	0.00	
1494	25/05/2010	OPALIO	28748/9	Bunzl Cleaning	BIRMINGHAM	B24 8TB	4	0	0	0	0.00	
1493	25/05/2010	OPALIO	28740/43	Bunzl Cleaning	WARRINGTON	WA1 4RC	8	0	0	0	0.00	
							205	0	0	0	0.00	

Reprice Delivery Charges

This option is for reprising delivery charges for a delivery date range for all deliverers or one specific deliverer



Reprice delivery charges

Delivery start date: 29/03/2011

Delivery end date: 29/03/2011

Deliverer (optional):

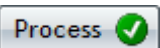
Ignore if already invoiced

Buttons: Process (green checkmark), Close (red X)

Enter a **Delivery Start** and **End** date

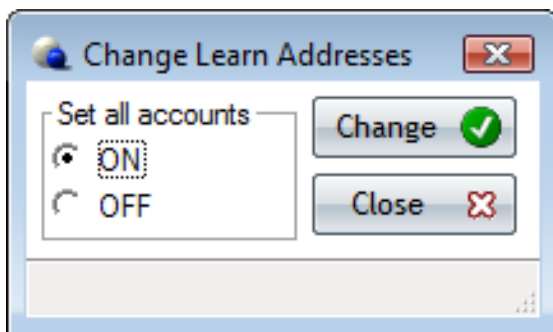
If required, click  to select a **Deliverer**

If required, tick the **Ignore if already invoiced** tick box

Click **Process**  to finish

Global Change Learn Addresses

This option is for setting all accounts to have **Learn Addresses On** or **Off**.

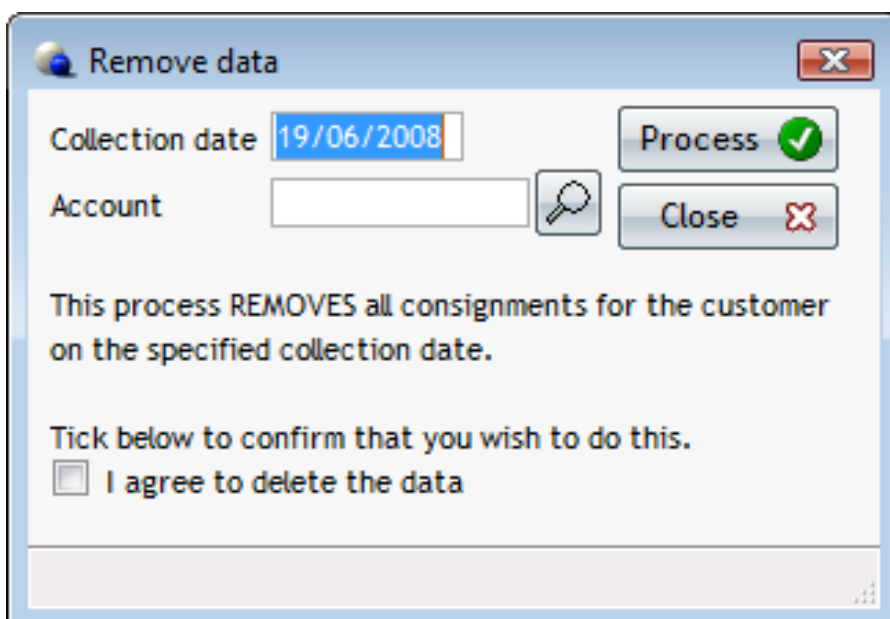


Select **On** or **Off**

Click **Change**  to finish

Remove Data for a Customer

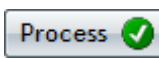
This option is for removing a customer's consignments on a specific collection date.



Enter the **Collection date**

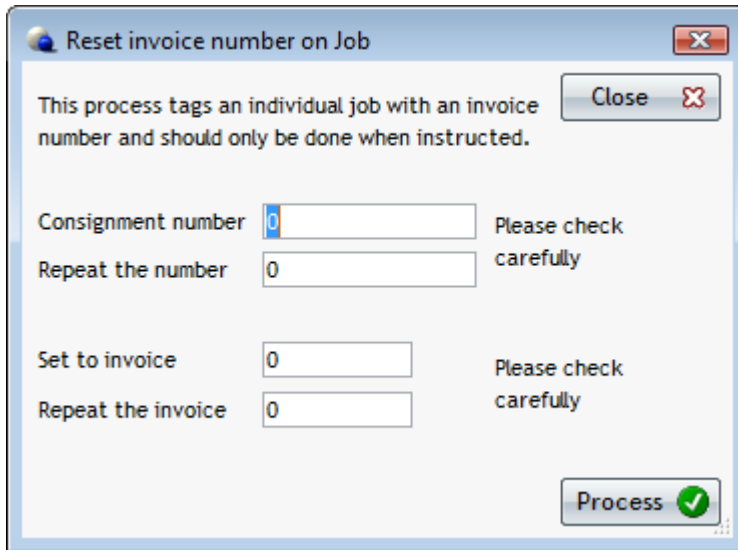
Click  to select an **account**

Tick the **I agree to delete the data** box

Click **Process**  to finish

Reset Invoice on Consignment

This option is for tagging an individual job with an invoice number. This should only be done when instructed.



Reset invoice number on Job

This process tags an individual job with an invoice number and should only be done when instructed.

Close

Consignment number 0 Please check carefully

Repeat the number 0

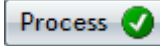
Set to invoice 0 Please check carefully

Repeat the invoice 0

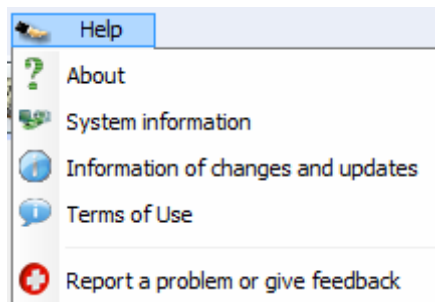
Process

Enter the consignment number in both of the top boxes.

Enter the Invoice number in both of the bottom boxes

Click **Process**  to finish

Chapter 7 – Help Menu

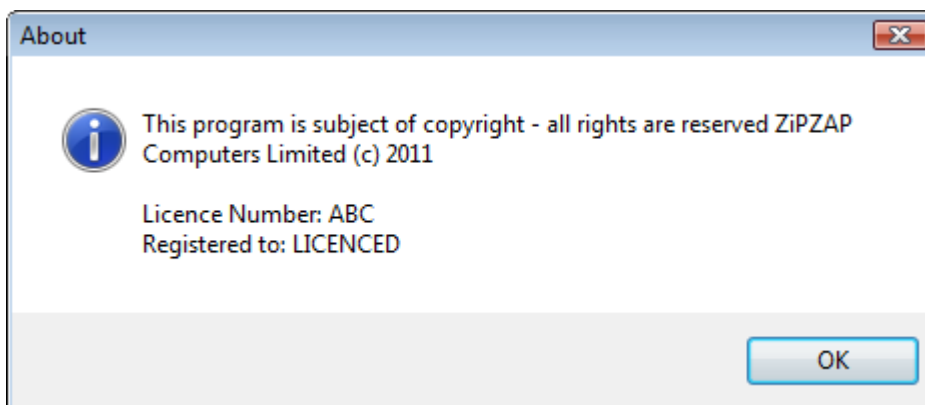


About

This option tells you all about the program you have installed, e.g. program version.

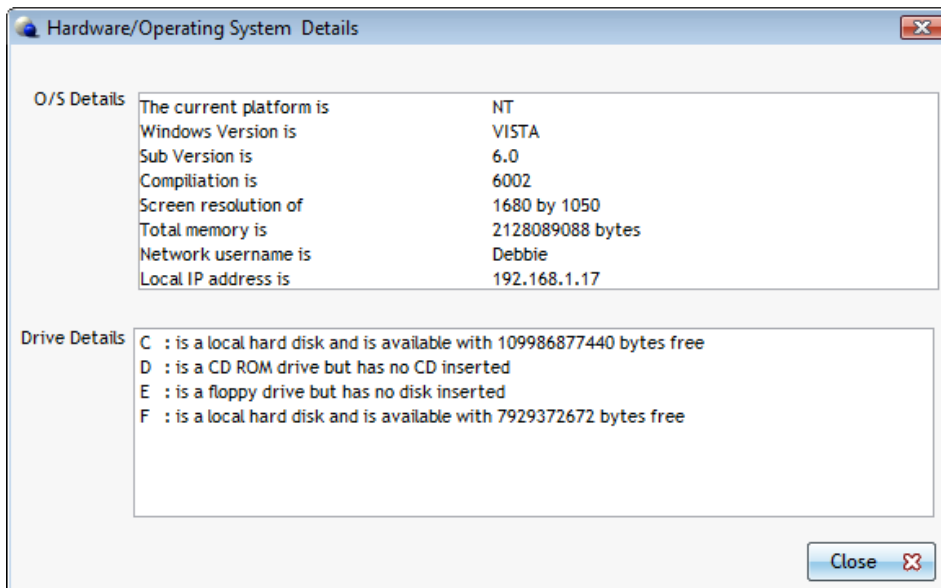


Click On License Button – This will show your **licence** details.



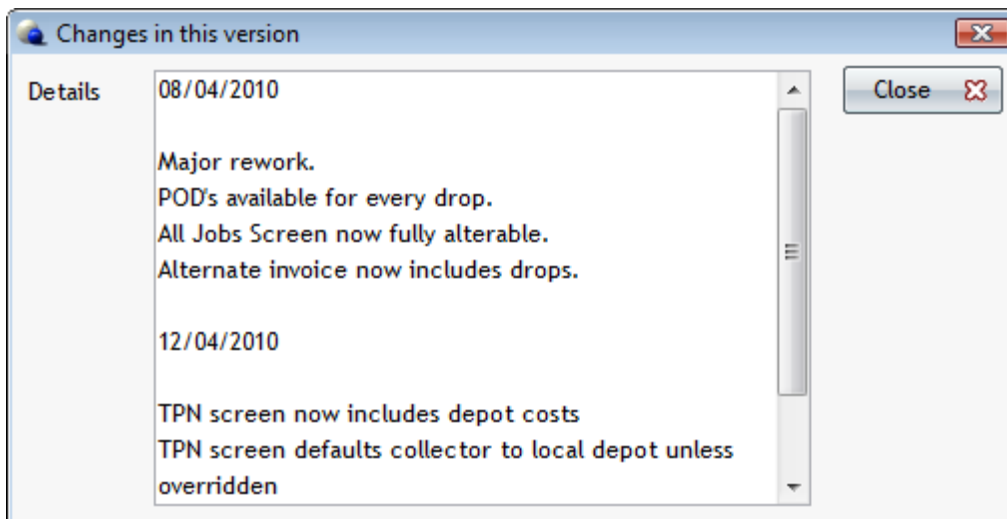
System Information

This option tells you what your computer details are.



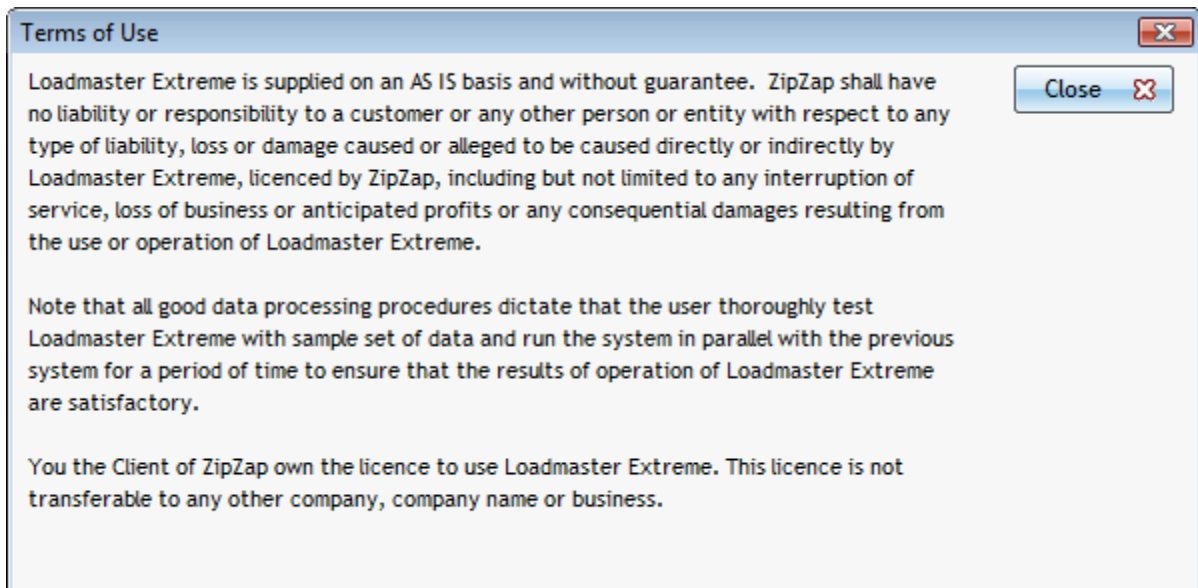
Information of changes and updates

This option tells you what changes have been made to the program version you have.



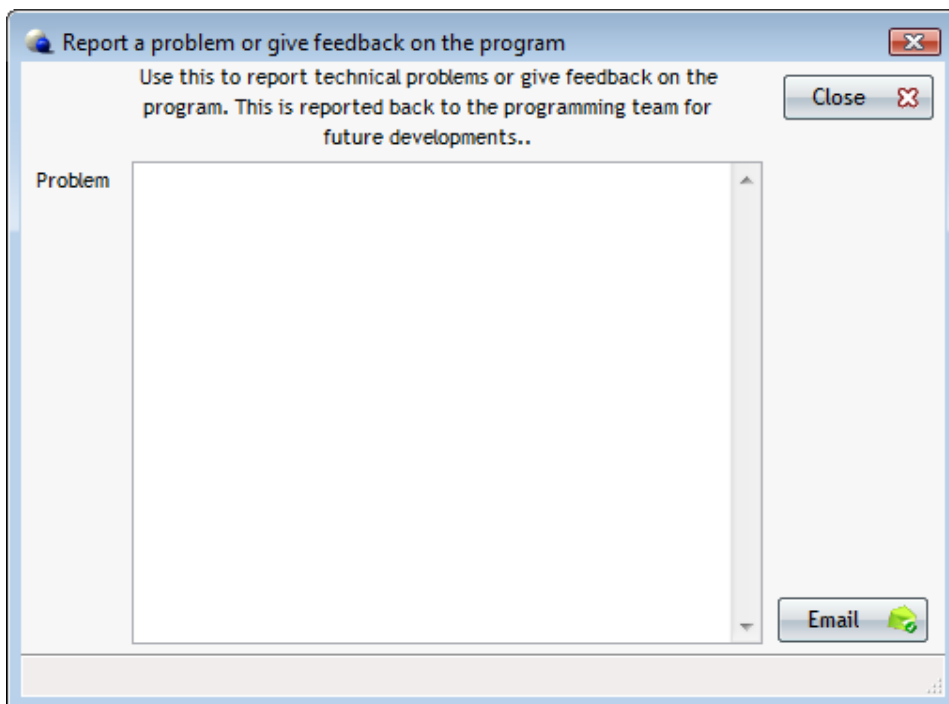
Terms of Use

This option will bring up a screen with the details of terms of use.



Report a problem or give feedback

This option is where you can send us an email about any **technical problems** you have on the program.



Enter your **message** in the space provided

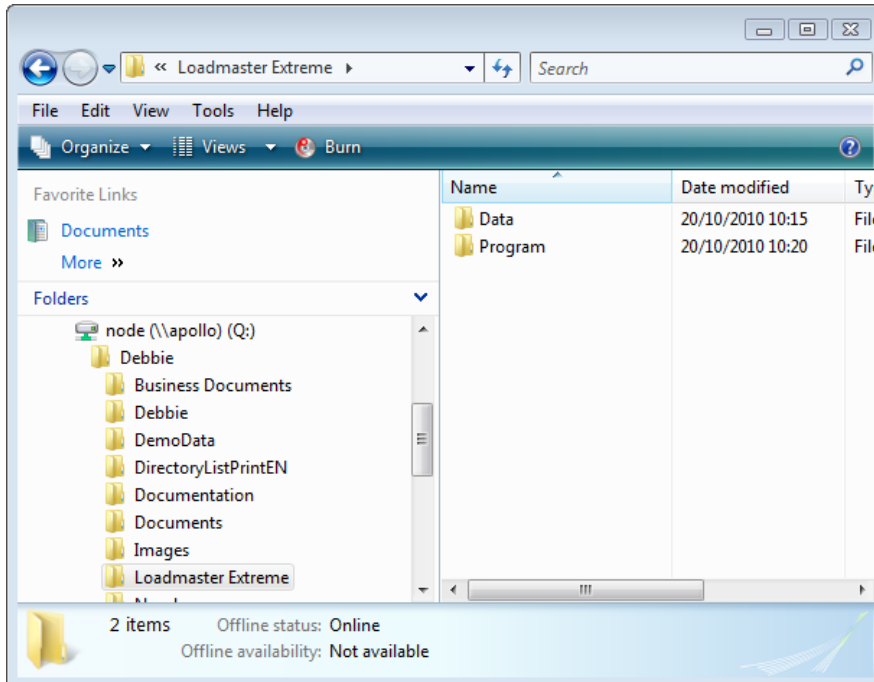
Click **Email**  to **send** the message

Appendix A – Multi-Installer

Setting up Network Installer on Common Directory

The multi-install works in a different way. The program installs a network installer for all the computers. It does not install the actual program.

The way that this works is that you create a common directory on a shared drive



Example above – Q:\Debbie\Loadmaster Extreme\Program

Run the setup program, directing it to that directory.

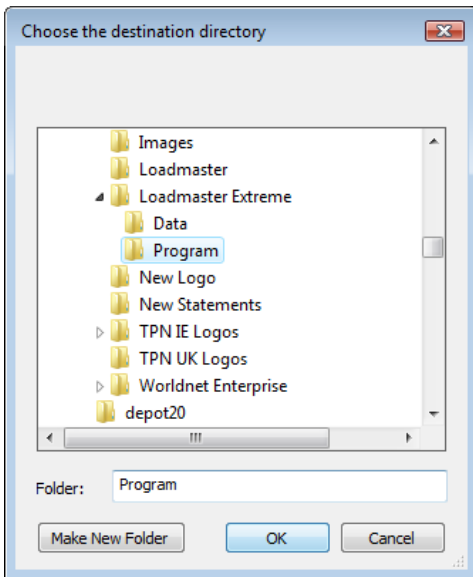
Double-click LoadMaster.EXE

The first screen to appear is the **program password screen**, if you have purchased this software then you will have been issued the password.

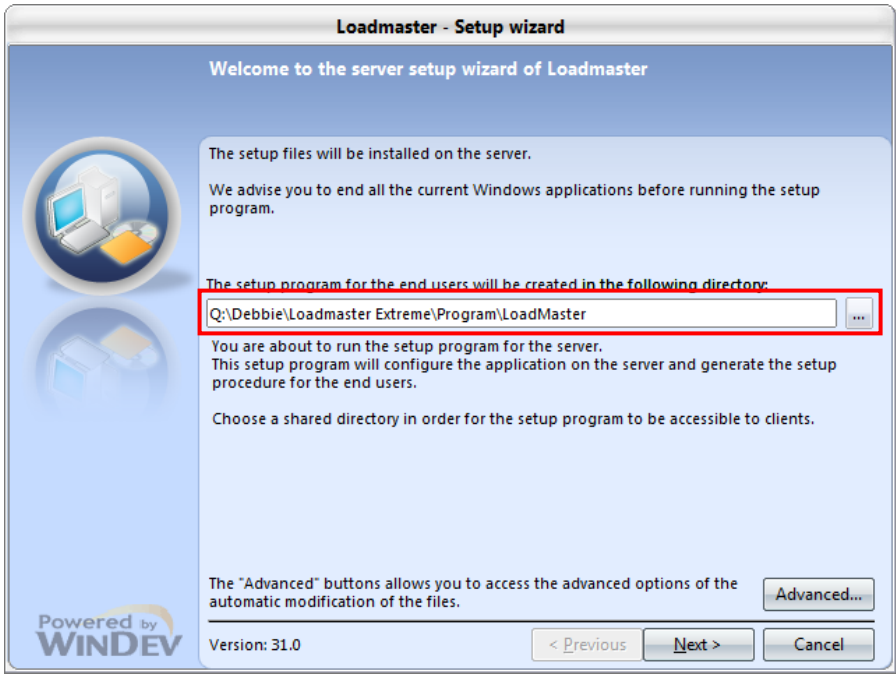




Click to select the **Common Directory**



Click **OK**



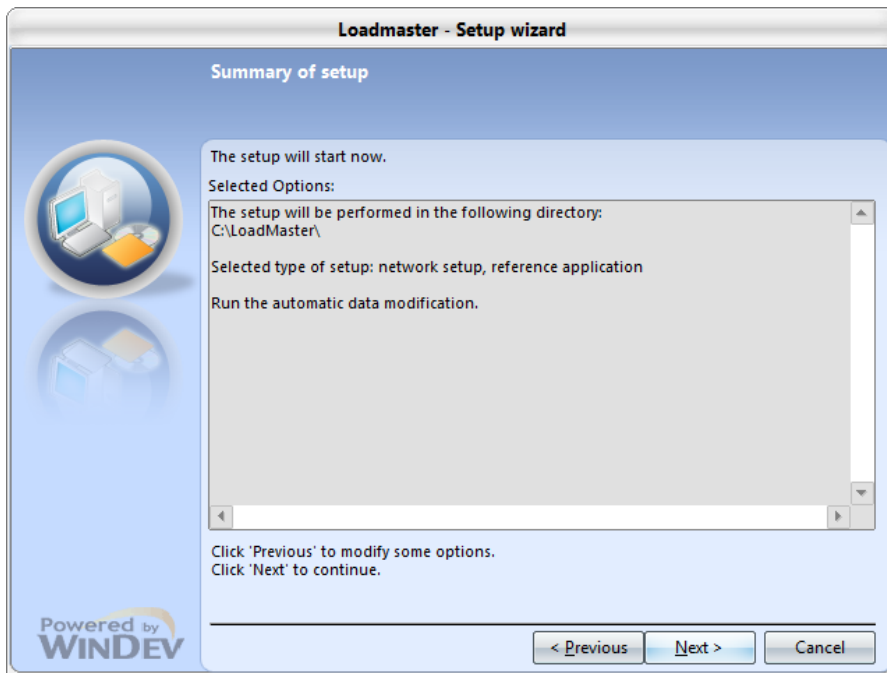
Click **Next**



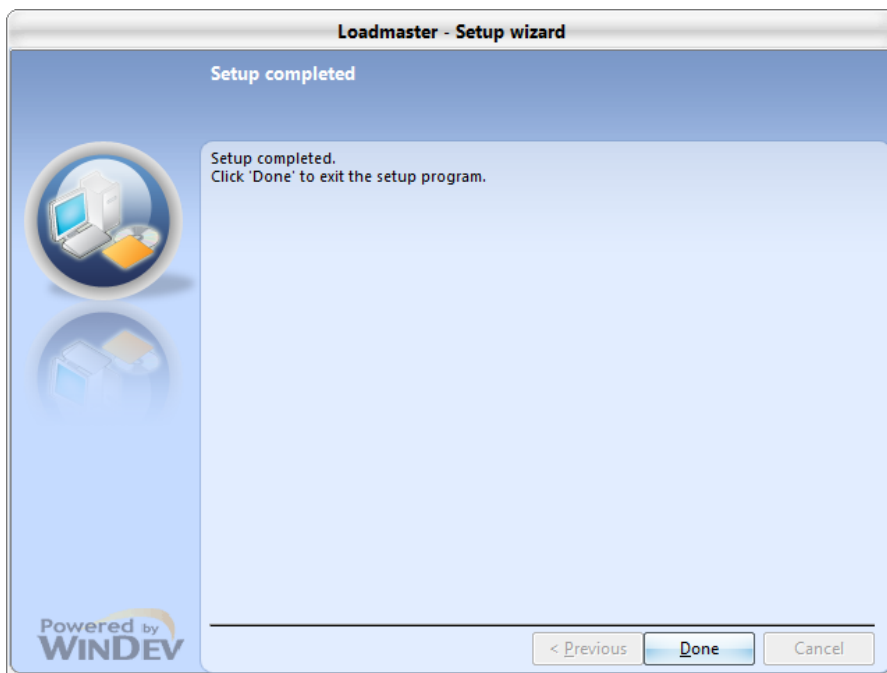
Click **Yes** to create the directory



Click **Next**



Click **Next**



Click **Done**

The program will have installed various programs.

One of the installed programs will be **INSTALL.EXE**

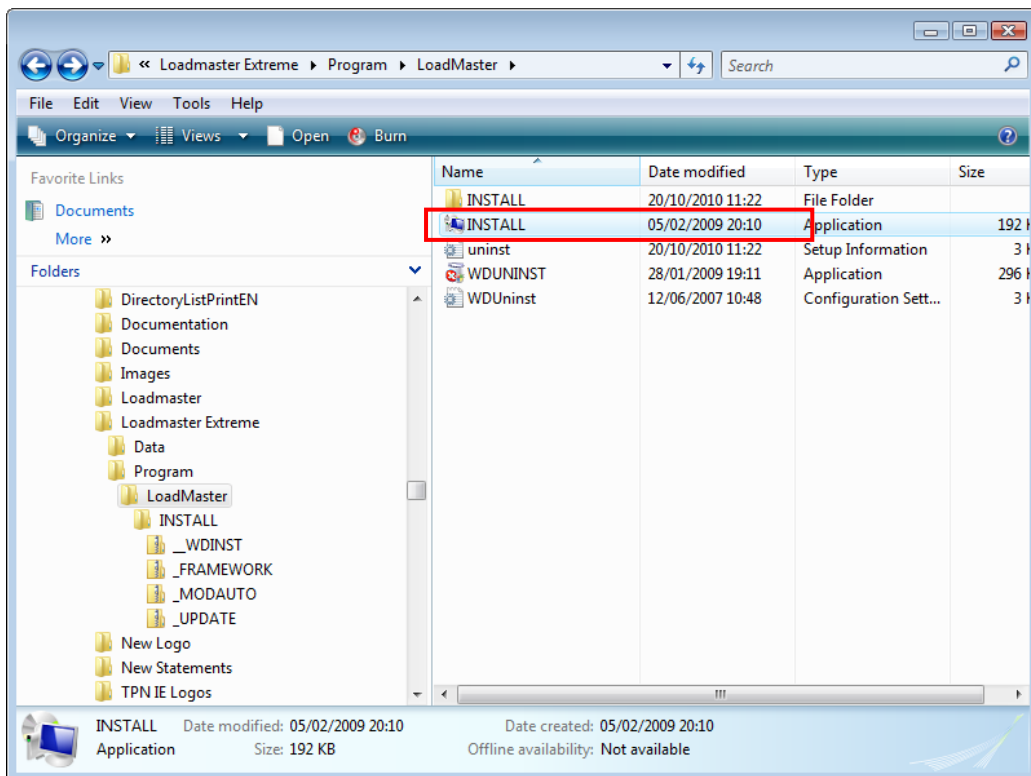
Setting up Network Installer on Workstations

From the various workstations you browse through the network and run INSTALL.EXE and the program is then installed locally.

This will only need to be done once.

Thereafter once you install a new install set in the common directory then this will be detected by the workstations and they will automatically update.

Open the common directory from each workstation and one by one go through the set up.



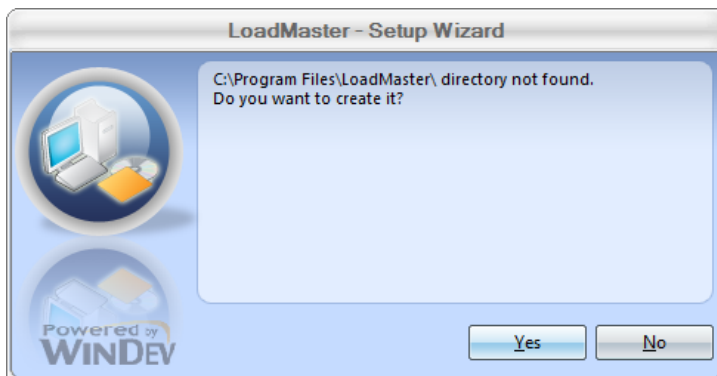
Double-click INSTALL.EXE

The first screen to appear is the **program password screen**, if you have purchased this software then you will have been issued the password.

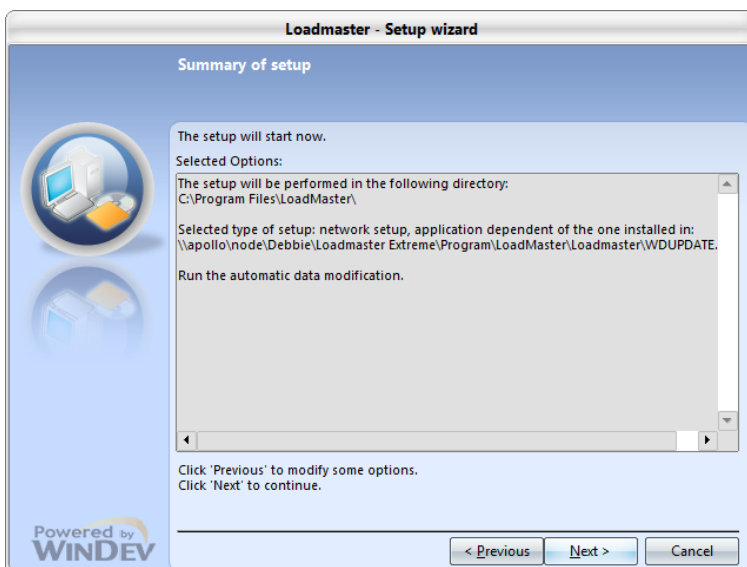




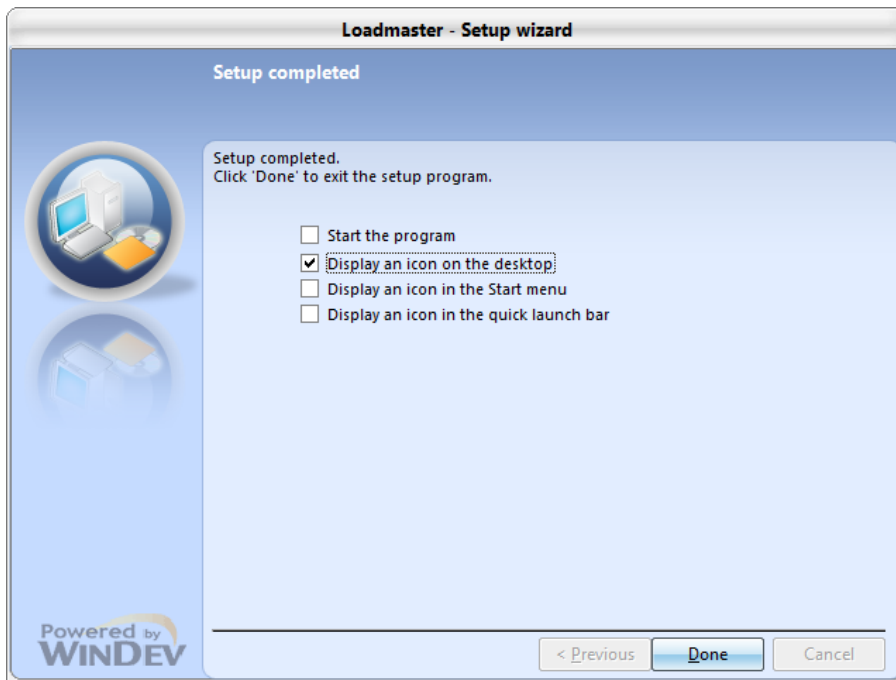
Click **Next**



Click **Yes** to create the directory



Click **Next**

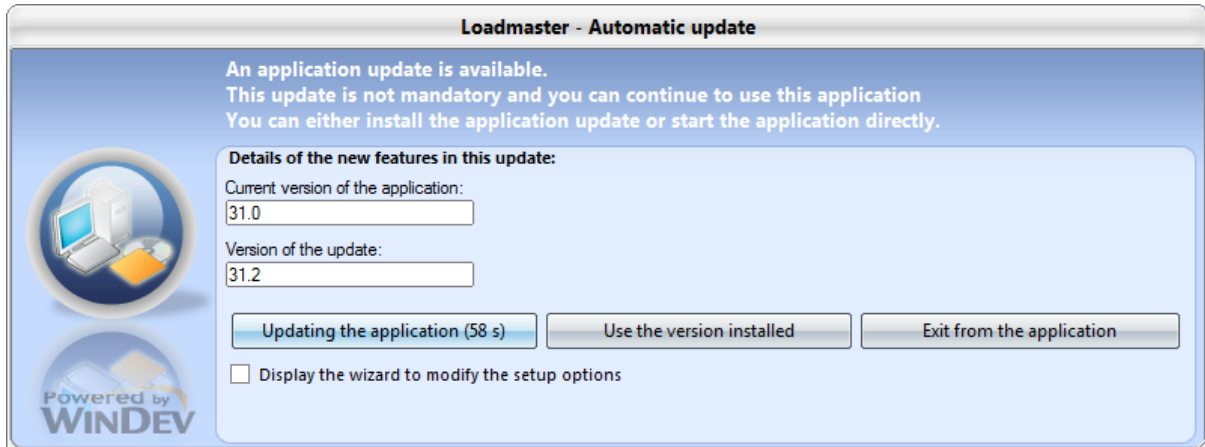


Tick **Display an icon on the desktop** tick box

Click **Done**

Automatic Update on Workstations

When you install a new version on the common directory, the next time a user opens Loadmaster they will be alerted about the update.



Click Updating the application button to skip the countdown



Enter the password and the update will begin

Once complete the program will open automatically.

There is a parameter file stored in the workstation program directory called WUPDATE.NET which tells the program on every start to look for a new update in the installer directory. If it finds such an update it will automatically start the update process.

NOTE: To stop the process of checking, simply delete the file WUPDATE.NET from the program directory.

Updating Loadmaster on a Network Drive

Double-click on the LoadMaster.EXE

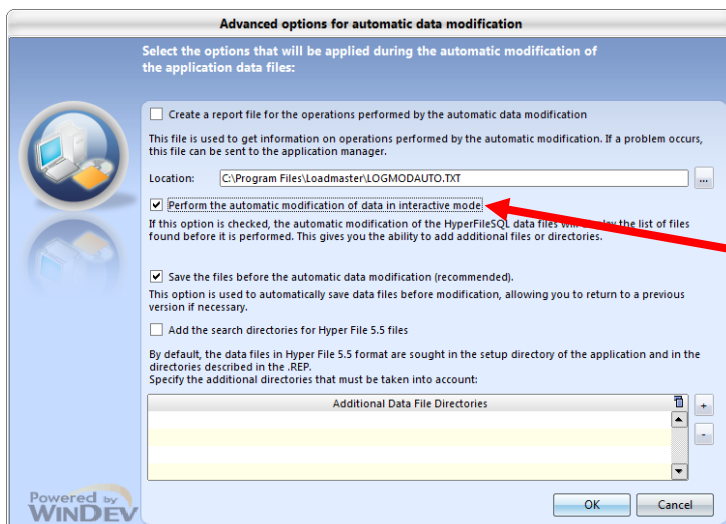
Follow the same screens on pages 184 and 185 except



If you store your data on a **network** drive then you should click the Advanced button during installation.

This simply asks you to choose the directory that contains the data files to be updated.

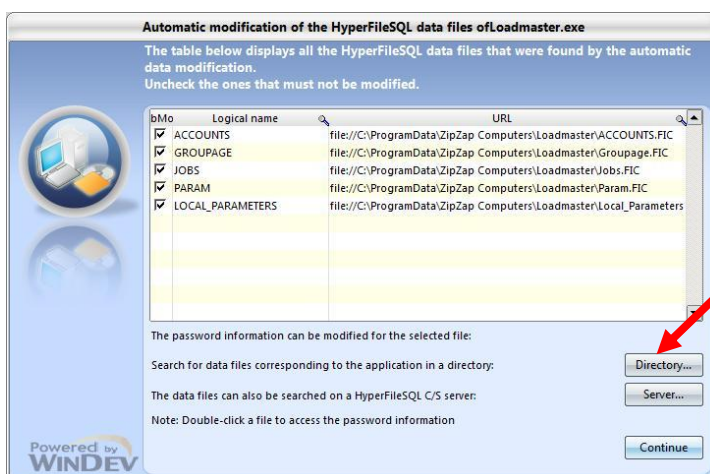
MAKE SURE EVERYONE IS OUT OF THE SYSTEM BEFORE DOING THIS.



Tick the **Perform the automatic modification of data in interactive mode** tick box.

Click **OK**

Follow the same screens on pages 184 and 185



Click the Directory button.

Select the folder you share on your **network** drive.

Click **OK**

Click **Continue**

Appendix B – Common Buttons

Currently Working On

Appendix C – Common Errors

Currently Working On

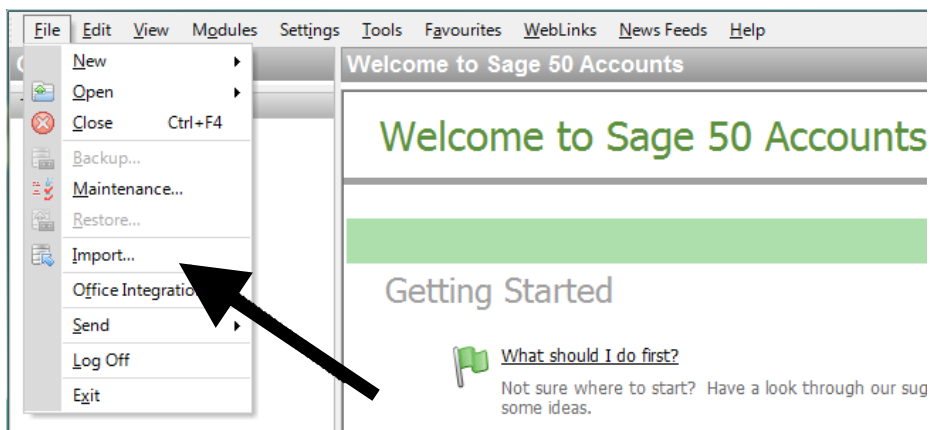
Appendix D – New Sage Import

FOR USERS USING SAGE ACCOUNTS 2010+

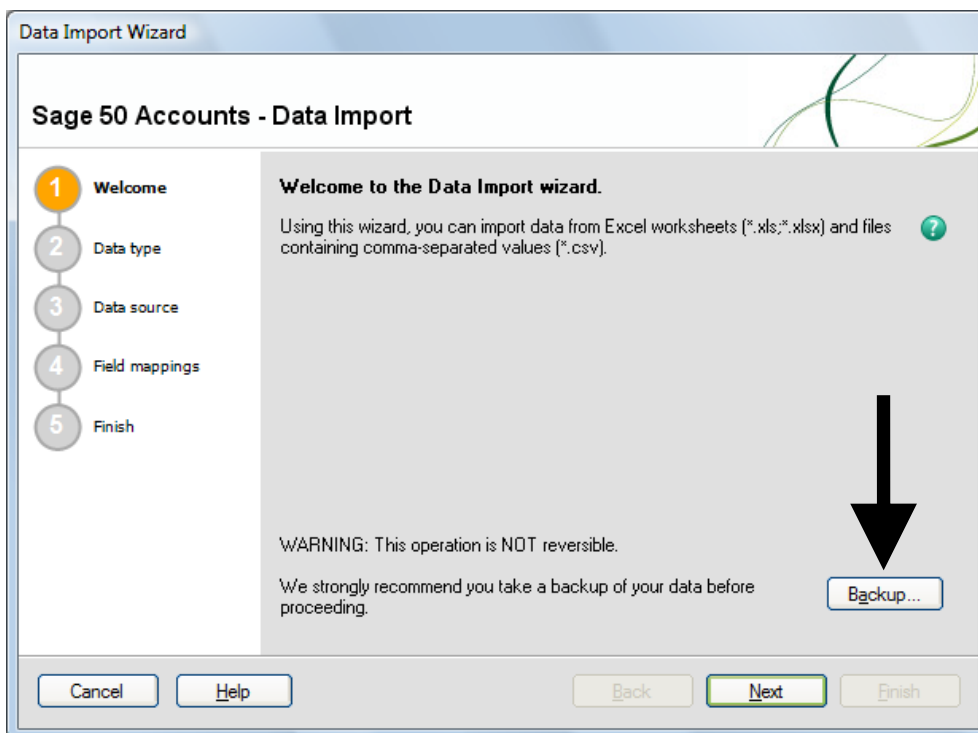
Import Customers

In Sage 50 Accounts 2010+ when you go to import the Customers file, you now have to map the fields in the file to the fields in Sage.

Click **File**



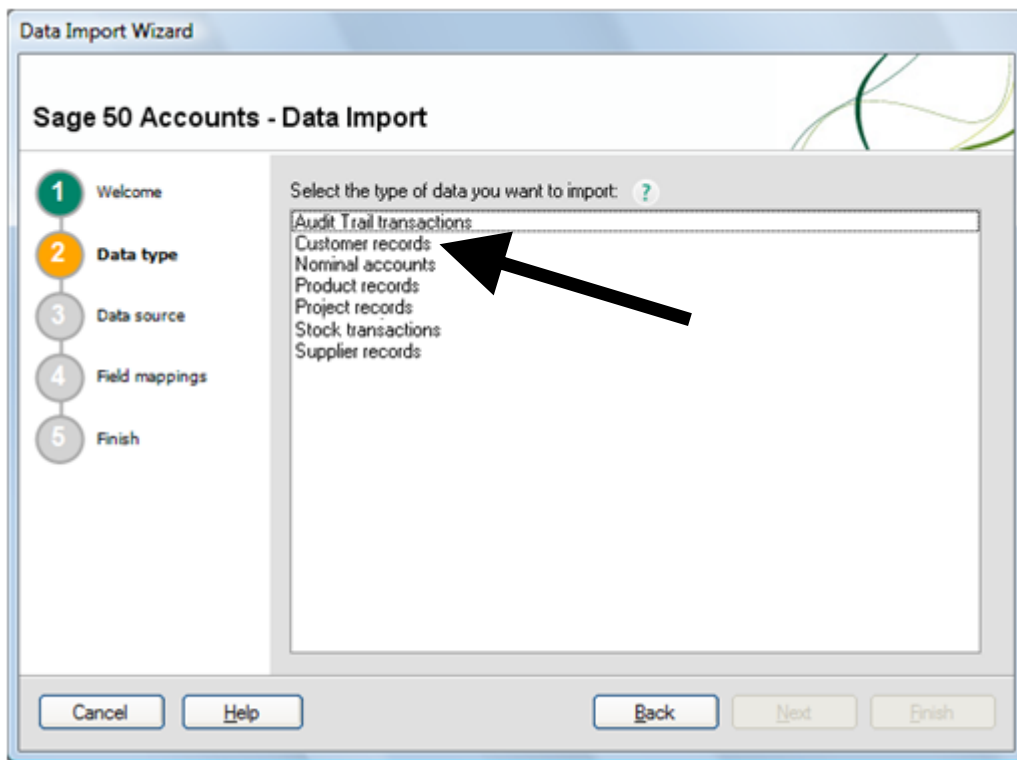
Select **Import** and the **Data Import Wizard** will emerge



Click on **Backup** to make a backup of your data first.

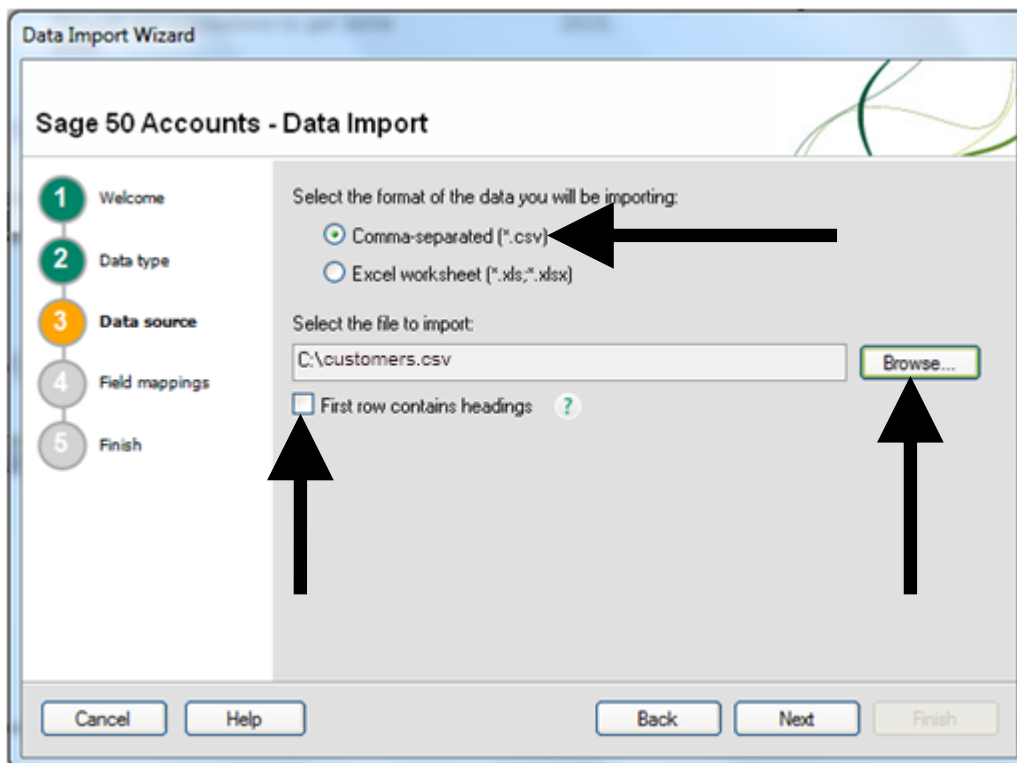
Click **Next** once the backup is complete

Select **Customer Records** from the list



Click **Next** to continue

Select the **Comma-separated (*.csv)** option



Ensure that **No Tick** is present in the **First row contains headings** option

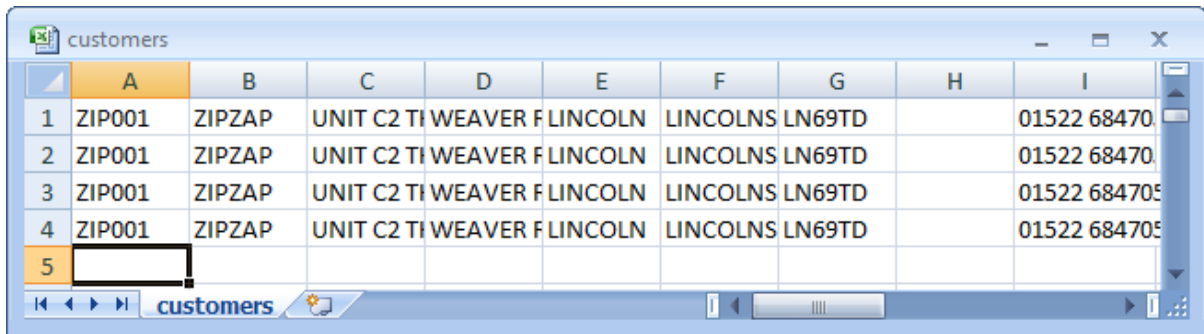
Click on **Browse** to select the **Customers** file that you wish to import

NOTE: Ensure the CSV filename is all in lowercase (Example - customers.csv)

Click **Next** to continue.

Sage 50 Accounts now wants you to set up the field mappings. Start at the top of the list and select A then for the next line down select B and so on until you reach I which should be Telephone Number.

Example Below



	A	B	C	D	E	F	G	H	I
1	ZIP001	ZIPZAP	UNIT C2 T	WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
2	ZIP001	ZIPZAP	UNIT C2 T	WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
3	ZIP001	ZIPZAP	UNIT C2 T	WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
4	ZIP001	ZIPZAP	UNIT C2 T	WEAVER F	LINCOLN	LINCOLNS	LN69TD		01522 68470
5									

CSV format for the example above would be:

Column A = Account Reference

Column B = Account Name

Column C = Street 1

Column D = Street 2

Column E = Town

Column F = County

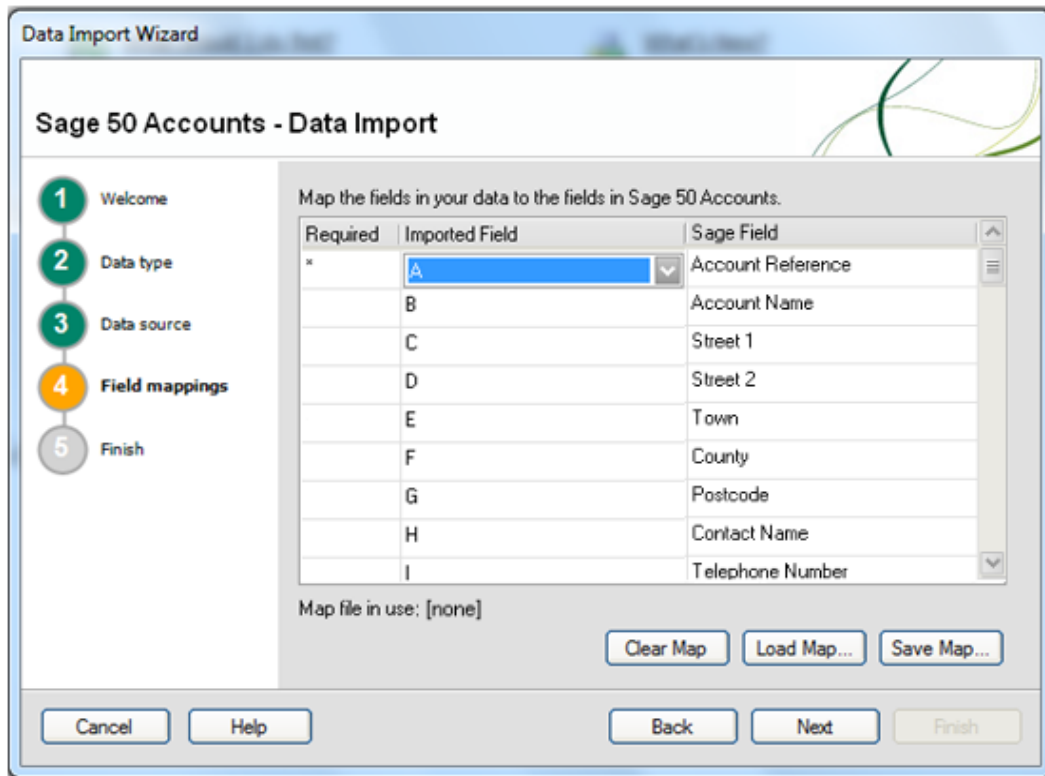
Column G = Postcode

Column H = Contact Name

Column I = Telephone Number

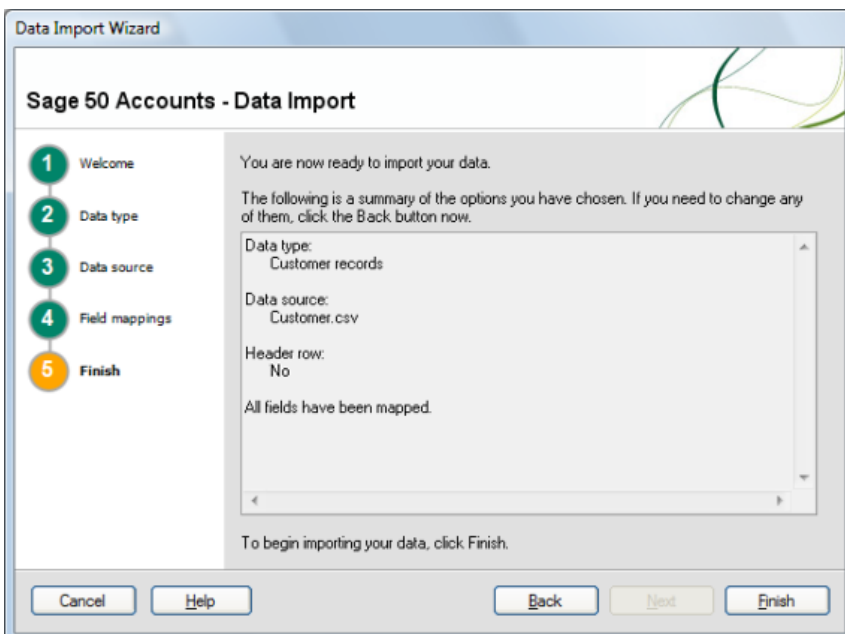
NOTE: For the customers file, you should only map fields A to I (Telephone number being the last field)

Select each column you require to the correct **Sage field**



Once you are done, click on the **Save Map** button to make a copy of the map you have just created.

Click **Next** to Continue



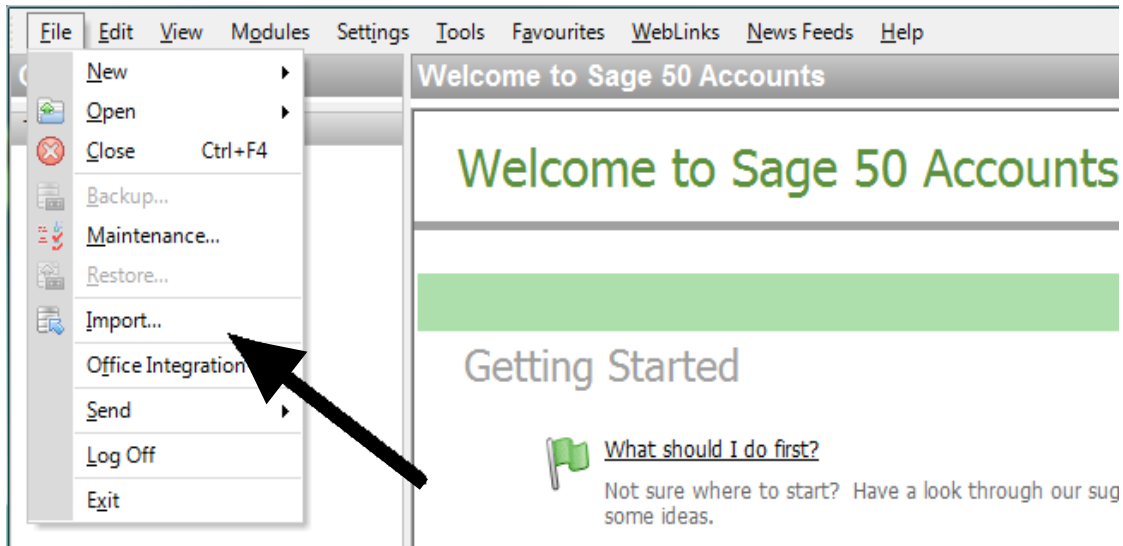
If you are happy with the summary that you are presented with, click on **Finish** and your file will be imported.

NOTE: Next time you use the routine it will remember the mappings that you have used previously.

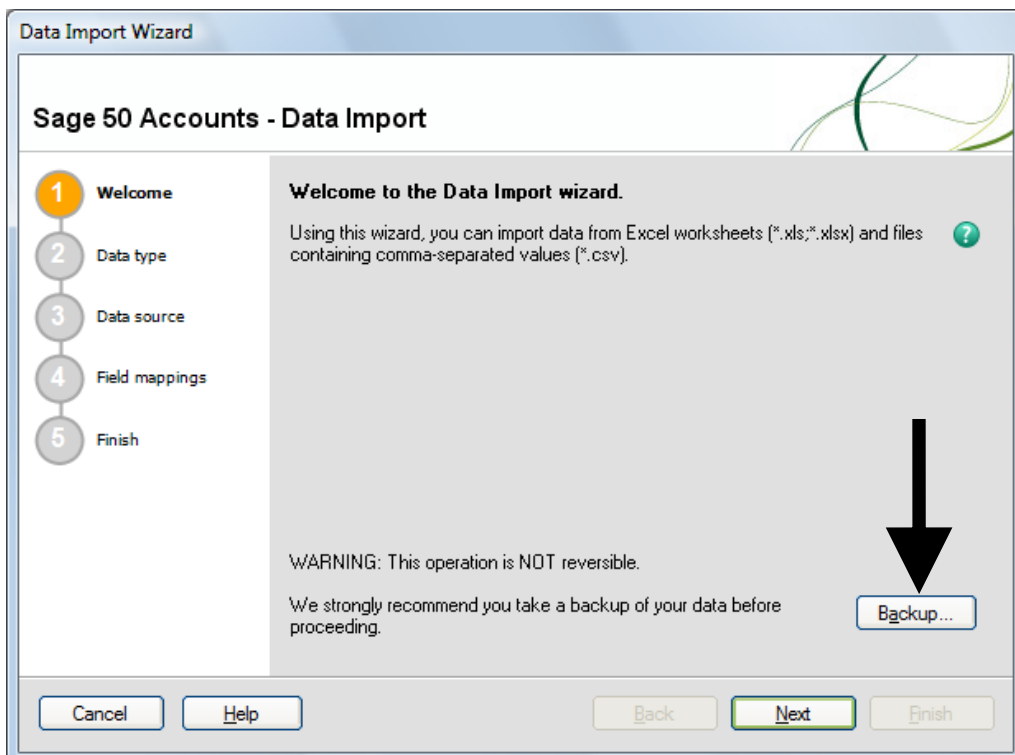
Import Audit Trail Transactions

In Sage 50 Accounts 2010+ when you go to import the Audit Trail Transactions file, you now have to map the fields in the file to the fields in Sage.

Click **File**



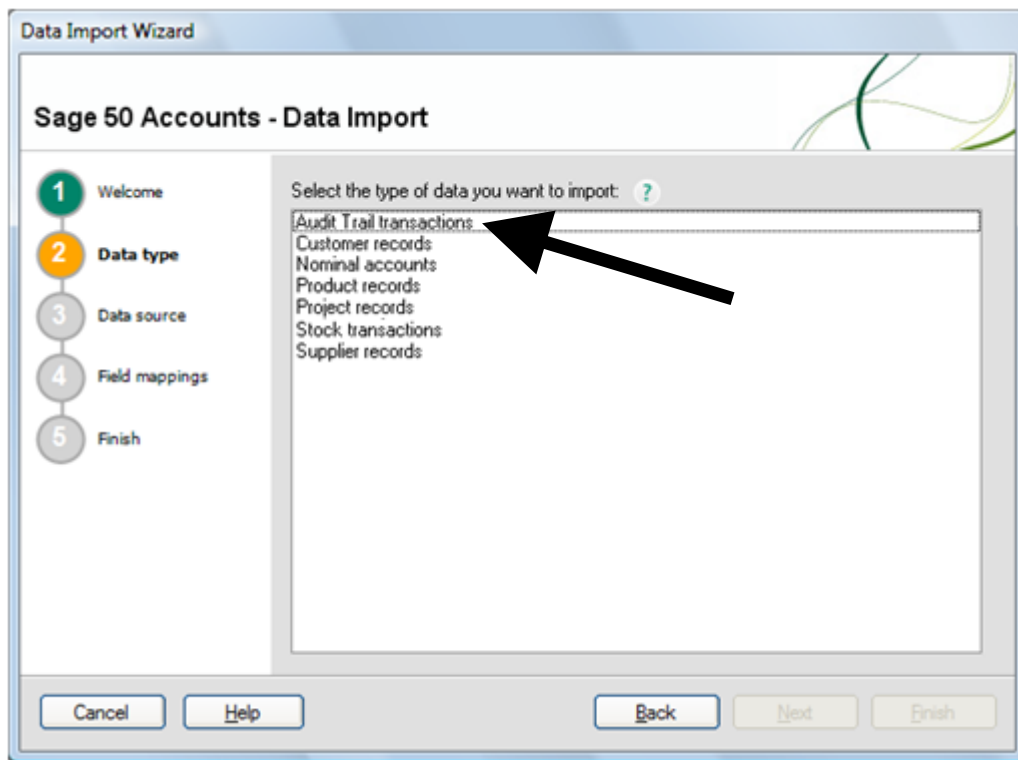
Select **Import** and the **Data Import Wizard** will emerge



Click on **Backup** to make a backup of your data first.

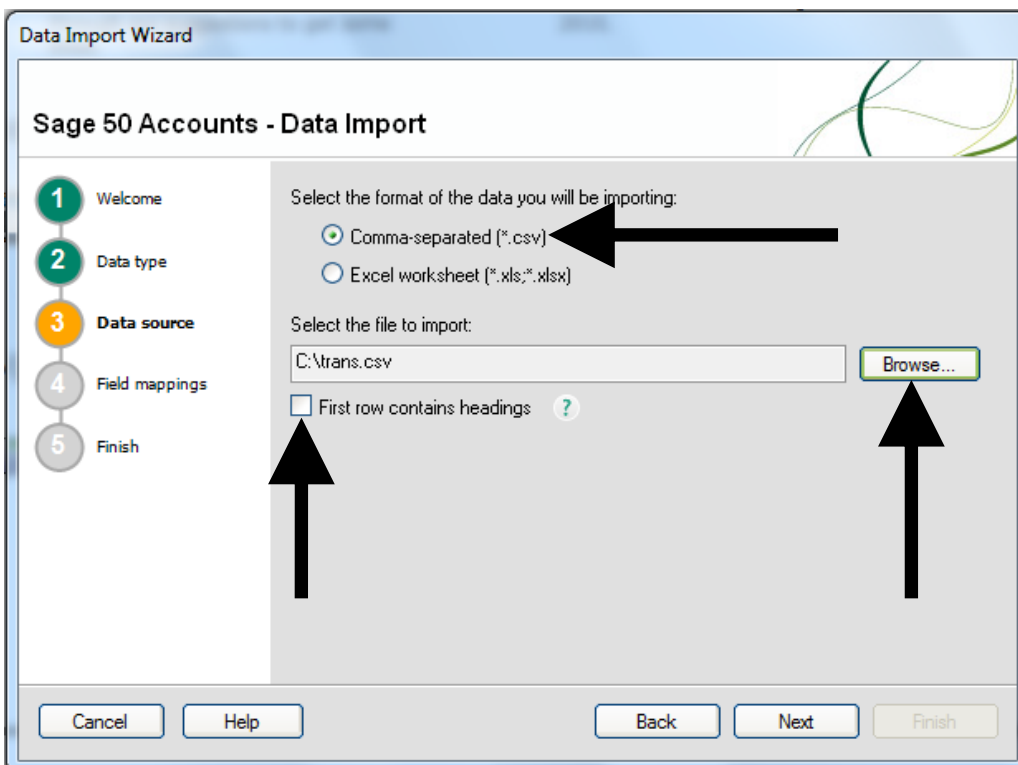
Click **Next** once the backup is complete

Select **Audit Trail Transactions** from the list



Click **Next** to continue

Select the **Comma-separated (*.csv)** option



Ensure that **No Tick** is present in the **First row contains headings** option

Click on **Browse** to select the **Audit Trail Transactions** file that you wish to import

NOTE: Ensure the CSV filename is all in lowercase (Example - trans.csv)

Click **Next** to continue.

Sage 50 Accounts now wants you to set up the field mappings. Start at the top of the list and select A then for the next line down select B and so on until you reach J which should be Tax Amount. The last 5 Sage 50 Accounts Fields should have no field or letter associated with it.

Example Below

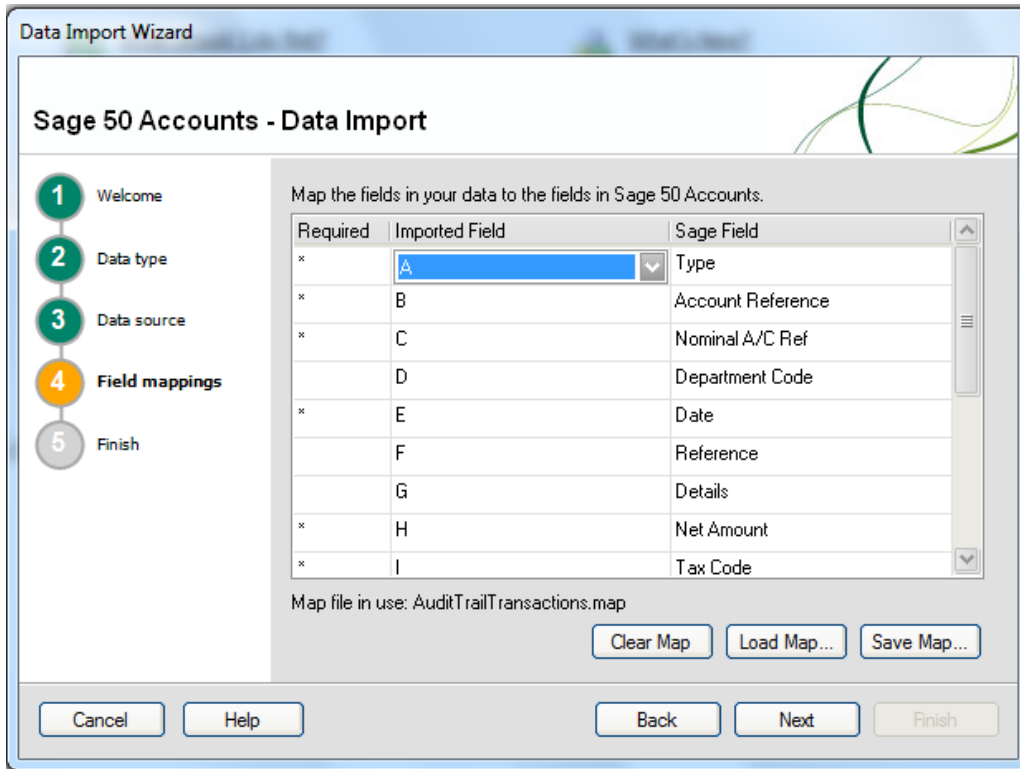
	A	B	C	D	E	F	G	H	I	J	K
1	SI	ZIP001	4000		1102010	5062	Monthly Support	50	T1	8.75	
2	SI	ZIP001	4000		1092010	5063	Monthly Support	50	T1	8.75	
3	SI	ZIP001	4000		1082010	5064	Monthly Support	50	T1	8.75	
4											
5											

CSV format for the example above would be:

- Column A** = Type
- Column B** = Account Reference
- Column C** = Nominal A/C Ref
- Column D** = Department Code
- Column E** = Date
- Column F** = Reference
- Column G** = Details
- Column H** = Net Amount
- Column I** = Tax Code
- Column J** = Tax Amount

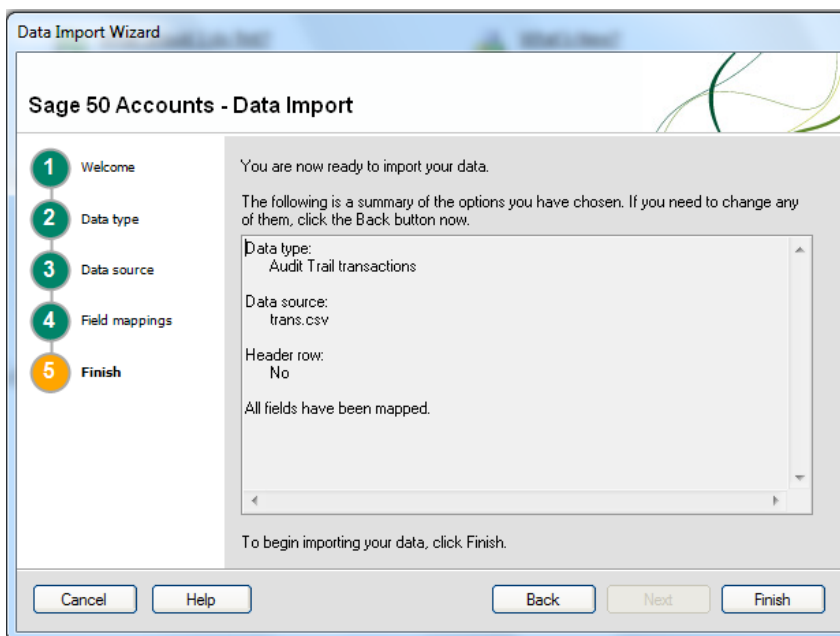
NOTE: For Audit Trail Transactions map fields A to J (Tax Amount being the last field)

Select each column you require to the correct **Sage field**



Once you are done, click on the **Save Map** button to make a copy of the map you have just created.

Click **Next** to Continue



If you are happy with the summary that you are presented with, click on **Finish** and your file will be imported.

NOTE: Next time you use the routine it will remember the mappings that you have used previously.

Errors When Importing

Be Aware:

If when importing data into Sage an error occurs or a warning emerges, this does not always mean the data has not been imported. Before re-attempting an import, please check the Sage records as duplicates could occur otherwise.

If errors do occur, they will need to be corrected in the CSV file before attempting an import again.

Deleting data from Sage is difficult, so it always best to perform a backup before running any import.

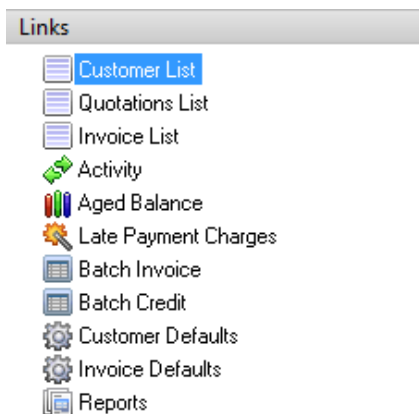
Exporting Customers from Sage 2008

Open **Sage**

Select **Customers**



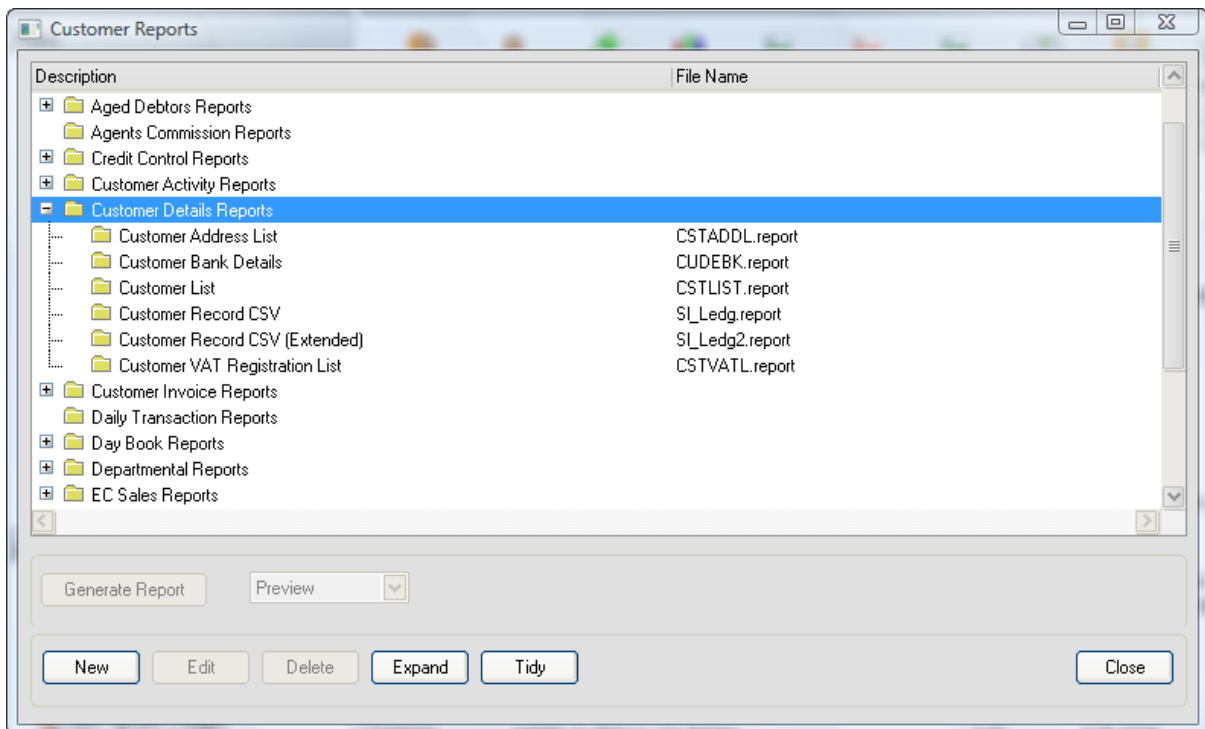
Select **Customer List**



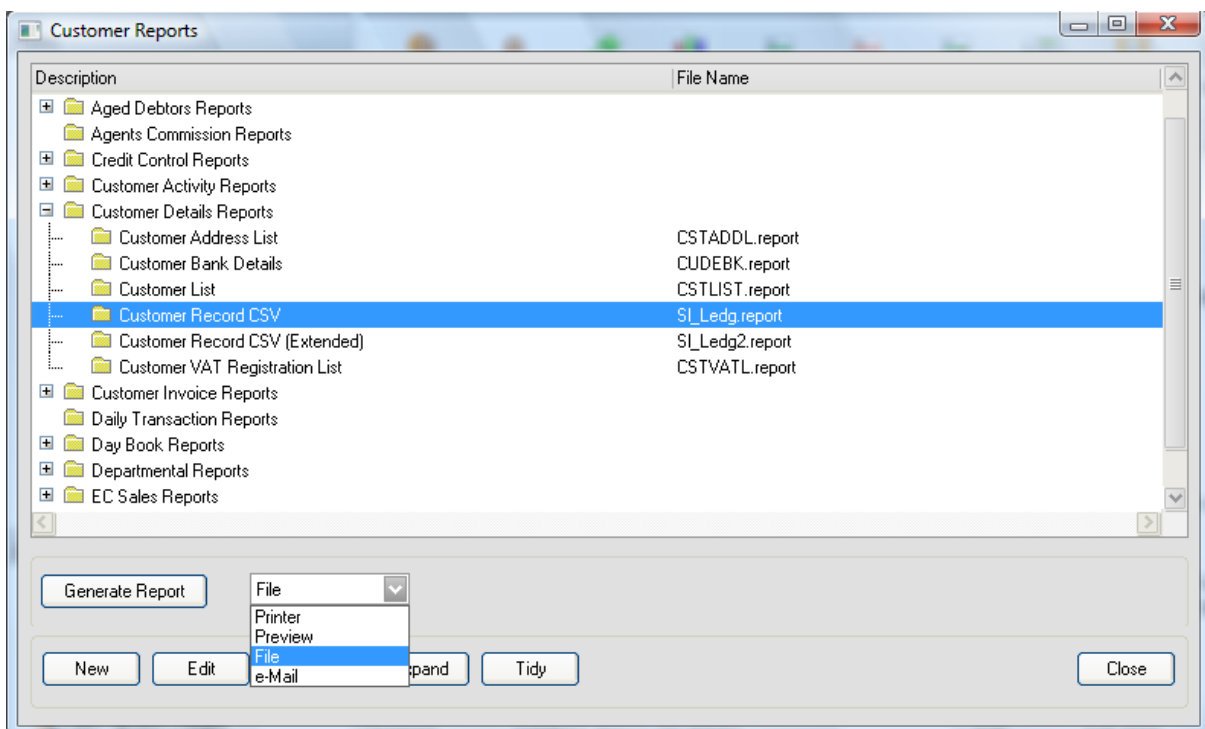
Select **Reports**



Collapse **Customer Details Reports** by clicking on the **Plus** sign



Select **Customer Record CSV**

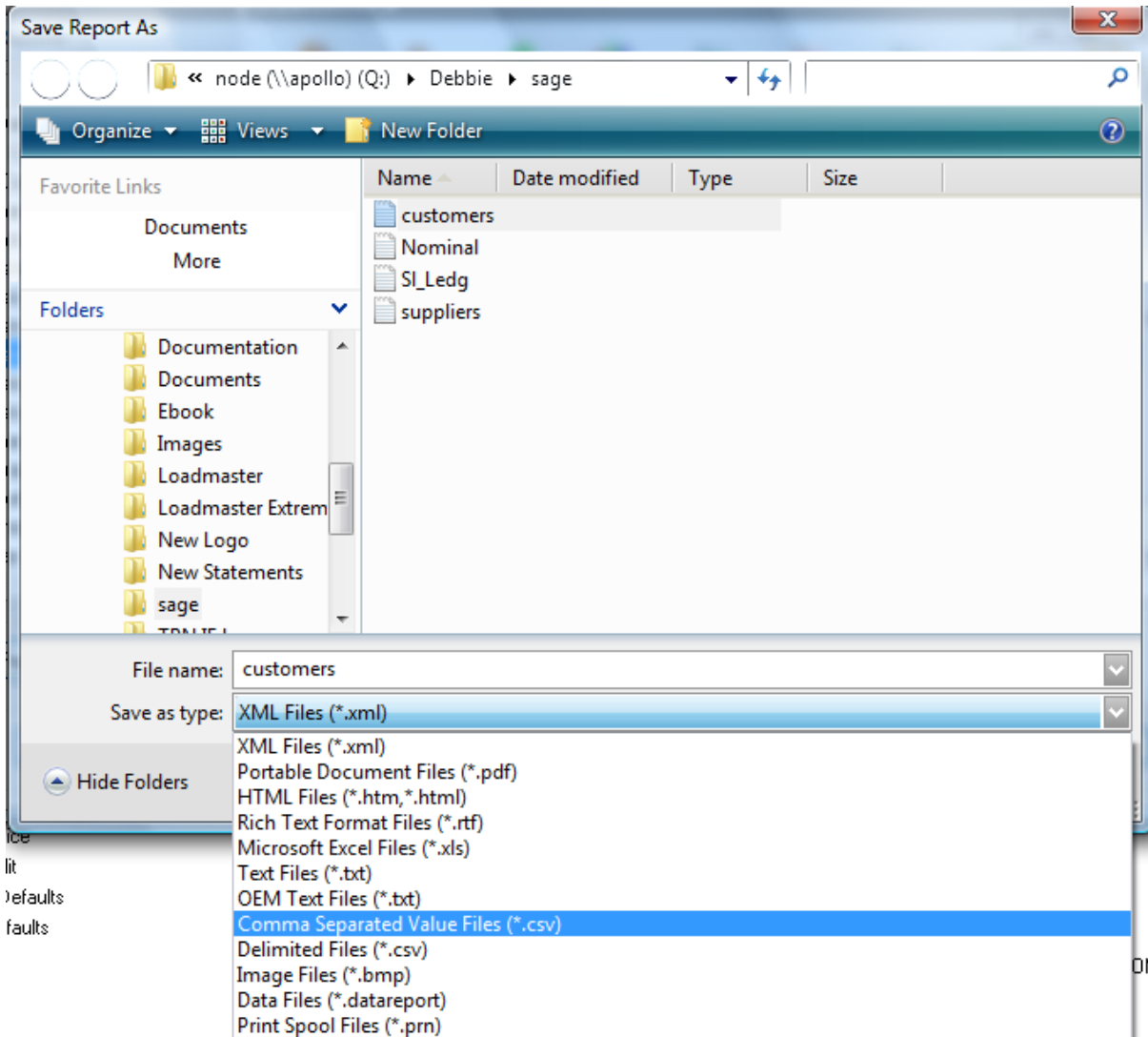


Select **File** from the pull down by click this button



Generate Report

Click **Generate Report**



Enter a **Name** for the file

NOTE: Ensure the **CSV** filename is all in lowercase (Example - customers.csv)

Select **Comma Separated Value File** from the pull down by click this button 

Choose a **Location** to save the file too.

Click **Save**

Appendix E – File Menu

Appendix F – Window Menu

Appendix G – Screen Logo & Message

Quick Note: If you drop a file called logo.jpg into the program directory then it will display on the screen and invoices. If you drop a file called info.txt into the same directory then when you click the image on the screen, it displays the message written in the text file.

Appendix H – Screen Icons

Turn on/off icons which display on the main screen toolbar

Tick to suppress in main window

<input type="checkbox"/> New Job	<input type="checkbox"/> Phone Numbers
<input type="checkbox"/> Quick modify Job	<input type="checkbox"/> Calculator
<input type="checkbox"/> All Jobs	<input type="checkbox"/> Text Editor
<input type="checkbox"/> Check previous Jobs	<input type="checkbox"/> Scanner
<input type="checkbox"/> Collections for Yesterday	<input type="checkbox"/> Diary
<input type="checkbox"/> Collections for Today	<input type="checkbox"/> Filefix
<input type="checkbox"/> Deliveries for Today	<input type="checkbox"/> Messages
<input type="checkbox"/> Deliveries for Tomorrow	<input type="checkbox"/> Problems
<input type="checkbox"/> Diary View	<input type="checkbox"/> Users
<input type="checkbox"/> Quick Label	<input type="checkbox"/> Send to Mobile
<input type="checkbox"/> Quick Phone	<input type="checkbox"/> Get form Mobile

Note: Changed options will only be active after logging in again